

KAVYA VIRANI

Mumbai, Maharashtra, India
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Education

Jai Hind College

Bachelor of Management Studies (Finance) - CGPA: 9.09

2021 - 2024

Mumbai, Maharashtra

Carmel Convent Sr. Sec. School B.H.E.L.

Senior Secondary - Percentage: 94.4%

2020 - 2021

Bhopal, Madhya Pradesh

Carmel Convent Sr. Sec. School B.H.E.L.

Secondary - Percentage: 94%

2018 - 2019

Bhopal, Madhya Pradesh

Skills

Technical and Professional: Microsoft Excel (Advanced), Google Slides, PowerPoint, Canva, Video Editing, Operations, Slack

Finance: Financial Modeling, DCF Valuations, Financial Analysis, Advisory

Soft Skills: Time Management, Teamwork, Problem Solving, Creativity, Client Management

Experience

The Brand Salt | Operations Manager

March 2025 - Present

- Currently managing a team of 10 content writers and editors, setting clear expectations and providing ongoing feedback to improve content quality by 50%.
- Helped onboard 2 new clients as well as 5 new employees.
- Created and implemented a content calendar to plan, schedule, and publish content across various channels.
- Analyzed content performance metrics to identify trends, opportunities for improvement and increased engagement by 30%.

The Teen Baker | Founder

May 2019 – Present

- Led product development and curated a menu of more than 50 baked goods.
- Managed all the financial aspects such as pricing, budgeting and generated revenue up to Rs. 9,00,000 p.a.
- Managed inventory and client relationships and implemented marketing strategies.

BCB Brokerage Pvt Ltd | Financial Analyst Intern

Nov 2023 - Dec 2023

- Gained experience in the daily operations of a Brokerage Firm dealing in Stock Broking and Mutual Funds.
- Gained practical knowledge in Equity Research and Financial Decision Making. Assisted 5 clients in investing in Mutual Funds by recommending suitable schemes.

Nestle | Research Intern

May 2023 – July 2023

- Worked as a sustainability management intern.
- Conducted research on initiatives taken by various industries and its impact on manufacturing setups.
- Conducted research and provided ideas on how Nestle can undertake various sustainable disposal methods.

Leadership Positions and Activities

Incubator and Accelerator Centre

2022 – 2023

Head of Digital Media

Jai Hind College

Selected as the Head of Department of Digital Media and managed IAC'S social media accounts and improved their engagement by 30%.

Talaash

2021 - 2022

Committee Member of Digital Media

Jai Hind College

Appointed as a Committee Member of Digital Media and created content and write-ups for various Social Media handles.

Certifications

1. Foundational Course in Financial Markets - Jai Hind College
2. Financial Modeling Basics - Udemy