

GIRISH KUMARA

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OBJECTIVE

Motivated Master's in Management student seeking strategic consulting internship to apply analytical problem solving, stakeholder management, and operational excellence skills. Eager to contribute data driven insights and fresh perspectives to complex business challenges while learning from industry leaders.

EDUCATION

TBS Education , Toulouse, France	Expected 2027
Master in Management (MIM)	
Bengaluru City University , Bengaluru, India	August 2023
Bachelor of Computer Applications (BCA)	GPA: 80%

PROFESSIONAL EXPERIENCE

K Info Technology (Startup), Bengaluru, India
Operations Coordinator and Team Lead May 2024 - May 2025

- Led team of 7 professionals (3 HR specialists and 4 coordinators) managing interview operations for 15+ client companies across customer support, sales, and business development roles
- Served as primary client liaison translating business requirements into actionable hiring strategies, maintaining 95% client satisfaction rate through proactive communication and problem solving
- Streamlined interview scheduling process by implementing systematic coordination framework, reducing scheduling conflicts by 40% and improving operational efficiency
- Optimized resource allocation by strategically assigning HR specialists to projects based on client needs, expertise, and availability, improving team utilization and delivery timelines
- Analyzed job requirements with hiring managers to develop structured evaluation criteria, ensuring strategic alignment between candidate profiles and organizational needs
- Managed candidate database of 500+ profiles with 98% data accuracy, enabling data driven decision making for efficient pipeline management and placement
- Coordinated candidate training sessions and supported process improvement initiatives, contributing to enhanced service delivery quality

SKILLS

Consulting Skills: Strategic Problem Solving, Stakeholder Management, Process Optimization, Client Relations, Data Analysis, Project Coordination, Team Leadership, Change Management
Technical Skills: MS Excel (Advanced), MS PowerPoint, Tableau, SQL, Python, Data Visualization, Database Management
Business Skills: Structured Communication, Cross-functional Collaboration, Resource Allocation, Requirements Analysis, Workflow Design
Languages: English (Professional), Kannada (Native), Hindi (Conversational), Tamil (Conversational), Telugu (Conversational)

CERTIFICATIONS

Data Science Bootcamp , Odin School	2023
Google Colab Machine Learning Masterclass , Perfect E-learning	2021

KEY ACHIEVEMENTS

- Reduced interview scheduling conflicts by 40% through systematic framework implementation and resource optimization strategies
- Successfully managed simultaneous operations for 15+ clients while leading team of 7, demonstrating strong multitasking capabilities
- Maintained 95% client satisfaction rate through proactive communication and consistent delivery excellence
- Built and maintained candidate database of 500+ profiles with 98% accuracy for efficient matching and placement