

ROLL NUMBER: P25703031**Ms. Harsha S**

Female

DOB

05-Feb-2001

TECHNICAL SKILLS

- other
- M S EXCEL

PERMANENT ADDRESS

GURUKRIPA, CHARAMANGALAM,
MUHAMMA.P.O, CHERTHALA
City: Alappuzha
State: Kerala
Pincode: 688525

LANGUAGE

- ENGLISH
- MALAYALAM
- HINDI

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-NBS	NICMAR University, Pune	9.10	2027
B.Com. <i>Bachelor of Commerce</i>	UNIVERSITY OF DELHI	70.76	2024-Jul
Intermediate <i>Commerce</i>	CBSE,KERALA	93.8	2019-Mar
High School	CBSE,KERALA	89.3	2017-Mar

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 9 Weeks)**BOMBAY STOCK EXCHANGE BROKERS' FORUM(BBF)**

04-May-2026 - 10-Jul-2026

9 Weeks**PROFILE:** Capital Market Operation Intern

- Maintained and updated the organization's master database by recording membership, invoice, and renewal information with accuracy.
- Coordinated with Compliance Officers, CEOs, and senior managers of member firms to follow up on membership renewals and ensure timely policy renewals across Indian stock and commodity exchanges.
- Prepared and managed membership records, renewal documentation, and administrative reports using Microsoft Excel.
- Facilitated communication by creating and sending renewal notifications and managing member additions to official WhatsApp groups based on membership status.
- Collected and consolidated member information from organizations through structured Excel templates for onboarding into various BBF communication groups.
- Assisted in day-to-day administrative and financial operations, ensuring accurate record management and smooth coordination with member organizations.