DIVYA PRABHA I

Bengaluru, Karnataka | divyaprabha1707@gmail.com | 9113865889

PROFESSIONAL SUMMARY

Detail-oriented **Associate Specialist with 1 year of experience in financial services at Empower**, focused on Quality Assurance and validation of financial plan setup. Experienced in reviewing financial plan and transaction-related information for accuracy, completeness, data integrity, and adherence to established procedures. Strong analytical, organizational, and problem-solving skills with the ability to identify discrepancies, document exceptions, manage competing priorities, and coordinate with stakeholders to support timely resolution. Demonstrates a proactive, quality-focused approach and the ability to work independently in fast-paced, process-driven environments. Proficient in Microsoft Office and Excel, with an interest in developing deeper expertise in securities, trade life cycles, process improvement, and financial operations.

CORE SKILLS

- Financial Services Operations
- Quality Assurance
- Financial Plan Review
- Transaction & Data Validation
- Accuracy & Data Integrity
- Analytical Problem Solving
- Issue & Exception Identification
- Process Adherence & SOPs
- Documentation
- Stakeholder Coordination
- Organizational Skills
- Prioritization & Multitasking
- Client Service Orientation
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Office
- Process Improvement
- Operational Excellence

PROFESSIONAL EXPERIENCE

EMPOWER FINANCIAL SERVICES

Associate Specialist | 1 Year

- Performed **Quality Assurance reviews of financial plans** to verify that plans were correctly set up according to established processes and requirements.
- Reviewed plan configurations and transaction-related information to identify discrepancies, errors, missing information, and exceptions.
- Validated information for **accuracy, completeness, and data integrity**, maintaining a high standard of quality across assigned work.
- Analyzed identified discrepancies, documented findings clearly, and coordinated with relevant teams to support timely resolution.
- Followed SOPs, process controls, and quality guidelines while independently managing assigned reviews and competing priorities.
- Maintained accuracy and productivity while working within turnaround-time expectations in a fast-paced financial-services environment.
- Applied strong analytical and organizational skills to investigate issues and determine appropriate next steps.
- Collaborated with internal stakeholders to resolve process-related issues and maintain consistent operational standards.

INTERNSHIP EXPERIENCE

KIDO ENTERPRISES PVT. LTD.

Intern | 2 Months

- Gained practical exposure to business operations, organizational processes, and professional workplace practices.
- Supported assigned activities while maintaining accuracy, organization, and timely completion of responsibilities.

LITTLE SMILES FOUNDATION, BENGALURU

Community Intern / Social Worker | 1 Month

- Supported community-focused initiatives while developing communication, coordination, teamwork, and interpersonal skills.
- Worked with diverse stakeholders and adapted to changing requirements in a people-focused environment.

KIDO ENTERPRISES PVT. LTD.

Capstone Intern | 2 Months

- Applied academic knowledge to practical business activities and developed analytical and professional skills.
- Completed assigned work with focus on organization, accuracy, and timely delivery.

EDUCATION

Master of Business Administration (MBA)

Jain University | Pursuing

Bachelor of Commerce (B.Com)

CMR University | 2022 – 2025

Pre-University Course (PUC)

New Baldwin's PU College | 2022

Secondary School Leaving Certificate (S.S.L.C.)

Lowry Memorial Higher Secondary School | 2015 – 2019

TECHNICAL SKILLS

Microsoft Excel | **Microsoft PowerPoint** | **Microsoft Office** | Tally | Business Development

CERTIFICATIONS

- **Lean Six Sigma**
- **Business Development – NPTEL Online Certification**

KEY STRENGTHS

Attention to Detail | Analytical Thinking | Problem Solving | Prioritization | Multitasking | Stakeholder Coordination | Adaptability | Team Collaboration

LANGUAGES

English | Hindi | Kannada | Tamil | Telugu