

Bhavya Kohli

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PROFESSIONAL SUMMARY

- Results-driven professional with 2+ of years of experience in operations, research and data management.
- Proven ability to deliver high-quality results under tight deadlines...

EDUCATION

B.COM (PROG.)	Sri Guru Nanak Dev Khalsa College, Delhi University	7.9 CGPA	2019-22
12th Commerce	Dewan Public School	90.00 %	2018-19
Class 10th	Dewan Public School	8.2 CGPA	2016-17

WORK EXPERIENCE

Value Research

Operations Associate

February 2024 – Present

- Oversee daily web operations, ensuring the accurate and timely publication of 100+ articles and 15+ podcasts on stocks, mutual funds, and market trends.
- Manage the end-to-end execution of newsletters mailers for premium subscribers, ensuring timely scheduling, accurate content, and enhance user engagement.
- Collaborate with 5+ cross-functional teams to ensure seamless execution of daily operations and process updates.
- Set up, launch, and monitor ad campaigns running across various platforms (websites, mobile apps, social media).
- Generate regular reports on ad campaign performance, including impressions, clicks and conversions metrics.
- Managed web content and ad campaigns in adherence to operational standards, resulting in a 10% increase in website traffic.
- Compile detailed performance reports on content uploaded across social media platforms, providing insights about user engagement trends using google analytics.

Kite College

Administration Associate

September 2023 – February 2024

- Streamlined administrative functions, handling 50+ student inquiries and providing accurate information.
- Enhanced the admission process by managing document collection and verification, and full compliance with institutional standards.
- Streamlined access to data for staff, enhancing operational efficiency.

SGTC Transport Company

Finance & Operations Associate

September 2022 – August 2023

- Prepared and managed invoices and receipts, ensuring accurate financial documentation and timely submission for seamless operations.
- Facilitated operational support, coordinating with logistics teams to ensure on-time delivery of shipments and resolving client's queries.

CERTIFICATIONS

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| • Financial Modelling & Valuation Course | February 2024 |
| • Course of understanding financial markets | July 2020 |
| • E- Nexia (Udyamita E-cell) quiz competition | September 2019 |

SKILLS

- Content Management
- Process optimization
- Technical skills (Google analytics, html, excel)
- Data Analysis