Kavin Mathuresh

BA Liberal Arts and PGDM Marketing

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Profile

Detail-oriented professional with experience working with leadership teams in startups, managing individual tasks with clarity and results, and driving smooth day-to-day operations. Known for reliability, structured thinking-first principles, and flexibility.

Professional Experience

Marketing Trainee, *Buyerstage* 01/2025 – 05/2025
Remote

- Supported senior leadership with planning, coordination, and execution of cross-functional initiatives.
- Prepared reports, tracked performance metrics, and maintained structured documentation for leadership reviews.
- Coordinated outreach workflows, schedules, and internal communication to ensure timely execution.

Marketing Trainee, *Azira* 06/2024 – 12/2024
Bangalore

- Managed schedules, internal coordination, and execution support for campaigns and virtual events.
- Took initiative of all the rebranding of collaterals- blogs, e-books, website and social media handles.
- Maintained records, trackers, and documentation across multiple ongoing initiatives.
- Coordinated with internal teams and external partners to ensure smooth delivery of programs.
- Supported leadership with research, summaries, and operational follow-ups.

Inside Sales Representative, *Lifesight* 04/2023 – 05/2024
Bangalore

- Maintained accurate CRM records, reports, and data hygiene for leadership visibility.
- Supported pipeline tracking and operational reporting across regions-EU, APAC.
- Acted as a coordination bridge between sales, marketing, and leadership teams.

Founder's Office Intern, *Masai School* 01/2023 – 03/2023
Bangalore

- Directly supported the Founder's Office with administrative, coordination, and operational tasks.
- Managed research, documentation, and internal communication for leadership initiatives.
- Assisted with scheduling, follow-ups, and execution of priority initiatives.

Education

PGDM - Marketing & HR, *Jagdish Sheth School of Management*

BA English (Liberal Arts), *Shiv Nadar University*

Key Skills

- Written and Verbal Communication
- Stakeholder Coordination
- Executive Support
- Calendar & Schedule Management
- Documentation & Reporting
- Process Management