

SUMMARY

I am a **dedicated** and **hardworking** individual focused on personal and professional growth with consistent progress and a **results-driven mindset**. With a strong passion for data analytics, I aim to explore new opportunities, improve processes, and contribute to meaningful community-driven initiatives through impactful, data-driven solutions. By staying committed to continuous learning and evolving, I seek to gain valuable experience in **data analysis, problem-solving, process improvement**, & related analytical fields, while leveraging creativity, collaboration, & technical expertise to drive innovation, deliver results, and make a positive, measurable difference consistently.

EDUCATIONAL QUALIFICATIONS

| Course | Year | College/Institution | Result |
|------------------|--------------|--|----------|
| B. Com. | 2022-2025/26 | Zakir Hussain College, University of Delhi | CGPA 7.5 |
| Class XII (CBSE) | 2021-22 | St. Francis Xavier School, Hisar, Haryana | 90% |
| Class X (CBSE) | 2019-20 | St. Francis Xavier School, Hisar, Haryana | 75% |

EDUCATION AND CERTIFICATIONS

- Completed comprehensive **SQL course**, developing advanced expertise in **database management, complex querying techniques**, and effectively **leveraging structured data** for making well-informed, impactful business decisions with precision & clarity. (2024)
- Completed an **advanced Excel course**, mastering powerful techniques in **data manipulation, creating compelling visualizations**, using diverse reporting tools, and automating processes to enhance analytical efficiency, accuracy, and performance significantly. (2024)
- Earned a professional **certification in VBA**, acquiring a solid foundation in automation processes, improving operational efficiency, and streamlining workflows effectively by applying advanced programming and optimization techniques consistently and reliably. (2024)

EVENT PLANNING AND MANAGEMENT

- Efficiently planned & executed** large-scale events at **Sarmaya**, achieving participant satisfaction while enhancing scalability, fostering collaboration, and ensuring seamless coordination to deliver superior outcomes for audiences and stakeholders. (2025)
- Coordinated **over 15 knowledge-building seminars** providing impactful insights to **1,500+ participants**, addressing essential topics in business, professional development, & growth, helping attendees maximize learning potential, understanding, & engagement. (2025)

INTERNSHIP (2025)

Novus Hi-tech Robotics Systemz — Intern (4 Months) (2025)

- Assisted in **vendor reconciliation, ensuring accuracy** and resolving discrepancies in financial data.
- Compared and analysed multiple insurance brokers' data, **restructuring datasets** to meet organizational requirements.
- Organized and streamlined datasets for operational and analytical purposes, **improving data clarity and usability**.
- Gained exposure to robotics systems, **data handling, and corporate processes**, strengthening analytical and problem-solving skills.

VIRTUAL INTERNSHIP

- Gained hands-on experience in **data visualization** through a **TATA virtual internship**, transforming complex datasets into insightful and actionable **graphs & dashboards**, enhancing analytical accuracy, decision-making, and effective structured representation.

Completed a TECHNICAL SKILLS

- Proficient in **SQL**, advanced querying techniques, managing large-scale relational databases, and extracting highly critical data insights for enhanced analytical, reporting, and operational purposes across multiple diverse business use cases and industries globally.
- Developed **advanced Excel skills**, mastering essential data manipulation techniques, creating detailed pivot tables, utilizing VLOOKUP, conditional formatting, & implementing automation tools to improve overall accuracy, efficiency, & analytical impact consistently.
- Proficient in **VBA programming**, proven expertise in creating dynamic macros for automating complex workflows, reducing process redundancies, & optimizing time-consuming data-processing tasks to ensure maximum productivity, performance, and effectiveness.
- Possess basic knowledge of **Income Tax Return (ITR) filing** and **Tally operations**, supporting accurate record-keeping, regulatory compliance, & foundational understanding of essential accounting principles and financial processes for precise & efficient reporting.

