

PURVI M. PAWAR

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SUMMARY

Enthusiastic learner currently completing a Data Analysis course with exposure to Excel, Statistics, Python, and Power BI. Interested in building strong analytical and problem-solving skills to grow as a Data Analyst.

WORK EXPERIENCE

Intern - Marketing and HR Department, Maruti Suzuki Arena **July 2023- August 2023**

- Gained an overview of all department (HR and Marketing).
- Observed and assisted in daily operations to understand cross-functional workflow.
- Developed foundational Knowledge of business processes and organizational structure.

Back Office Executive, Ruhi Enterprise **December 2023 - July 2024**

- Managed stock handling and inventory tracking using Excel.
- Prepared Challans and maintained stock records.
- Ensured accurate stock documentation in digital formats.
- Supported overall back-office operations for smooth workflow.

TECHNICAL SKILLS

- Data Analysis Tools: Microsoft Excel (Formulas, Charts, Pivot Tables, Basic Data Cleaning)
- Programming: Python (Pandas, NumPy, Matplotlib, Seaborn – basics)
- Visualization: Power BI (Basic Dashboard Creation)

EDUCATION

Pursuing MBA in Finance

DBIM, VNSGU, Surat

Bachelor of Business Administration (Finance)

September 2022- March 2025

SDJ International College, Surat Gujarat - 7.50 SGPA

Data Analytics Training

Present

Tops Technologies Pvt. Ltd, Surat

- Currently learning Power BI and SQL

ADDITIONAL INFORMATION

- **Languages:** English, Hindi, Gujarati, Marathi
- **Skill:** Certificate in SPSS, Tally and CCC, Proficiency in MS Office, Communication Skills