

Karishma Trehan

Contact Information

Address A-403, Saviour Green Isle, Crossings Republik,
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DOB 06-05-1992

Key Skills

Technology Stack:

- Advanced MS-Excel
- SQL
- SAS (preliminary level & basics)
- VBA Macros (preliminary level)
- MS-Access
- CISCO IEX Nice
- MS-PowerPoint

Interpersonal:

- Fast Learner
- Passionate about new things
- Good Team Player
- Avid Reader
- Adaptable in any Environment

Hobbies:

- Going on adventurous trips
- Socializing with people
- Reading Novels
- Watching movies

Awards and Accolades

- Spot Award for Excellence for the month of May 2018
- Certificate for "Professional Excellence DEC-2017" in RMS, Deloitte Services Limited (Hyderabad)
- Certificate for "Excellent Performer 2017" in RMS, Deloitte Services Limited (Hyderabad)
- Certificate for the Best Performer 2016-17 in WFM (JIO Hyderabad).

Work Experience (4 years 7 months)

ANALYST, DELOITTE SERVICES LIMITED

HYDERABAD, INDIA / July 2017 – Feb 2019

- Analyzing Internal Data & creating dashboards to report to higher management
- Analyzing the trends of reports and suggesting new ways to make the overall process better in Deloitte
- Extracting Data from SQL and editing Macros for automation
- Creating presentations and related documents for supporting our team and management
- Delivering Reports complying to the latest industry standards and Deloitte Compliance
- Servicing, Closure and Complete Maintenance of Client Records

MIS EXECUTIVE, WIPRO TECHNOLOGIES LIMITED

HYDERABAD, INDIA / July 2014 – June 2017

- Complete ownership of Reports to the client (JIO) and the management on daily, weekly and monthly basis
- Extracting reports from Tableau and creating dashboards in MS-Excel
- Analyzing the previous trends and suggesting new ways to improve the performance of the process
- Automation of Reports and Scheduling in IEX for 1000 advisors

Education

SSIPMT, Raipur, Chattisgarh, India

Bachelor of Engineering(Computer Sc. & Engineering) / 2010 – 2014
CGPA : 8.43

Loyola Jamshedpur, India

Indian School Certificate (Bio Science) / 2008 – 2010
Percentage : 65.00

G.N.F.C.S. Mussoorie, India

Indian Certificate for Secondary Education (Science) / 2008
Percentage : 78.00