

ALOK YADAV

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Objectives

Aspiring data analyst with a BBI degree from University of Mumbai (May 2025), having fundamental knowledge in finance, accounting, and business analysis. Seeking to apply analytical thinking and data organization skills in a dynamic team at eClerx, with a strong willingness to learn tools and technologies used in real-world data analysis.

Summary

- Strong understanding of business operations, banking, and insurance domain.
 - Familiar with Microsoft Excel: Pivot Tables, VLOOKUP, Charts, and basic financial models.
 - Hands-on with Tally ERP for ledger entries, accounting reports, and basic audits.
 - Comfortable with business documentation and communication.
 - Strong interpersonal, team collaboration, and problem-solving abilities.
 - Learning basic SQL for querying structured data.
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Education

Bachelor of Banking and Insurance (BBI), University of Mumbai
Graduation: May 2025 | CGPI: 7.03

H.S.C – Commerce, Dnyan Sarita Junior College of Commerce and Science, 2020
Percentage: 54.33%

Technologies & Tools

- Microsoft Excel (Advanced formulas, charts, data cleanup)
- Tally ERP 9
- Microsoft Word & PowerPoint
- Business writing & communication
- Google Workspace (Docs, Sheets)
- Basic SQL (in progress)
- Teamwork and Time Management