Hetvi Nilesh Natvarlal

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SUMMARY

Detail-oriented Bachelor of Engineering graduate in Computer Science Engineering transitioning into Human Resources, with a focus on HR analytics and data management. Proficient in leveraging technical skills for reporting, documentation, and process optimization. Proven ability to coordinate with cross-functional teams and manage stakeholder interactions with professional communication. Strong background in data visualization and structured reporting; committed to maintaining high standards of data accuracy and organizational efficiency. Interested in applying analytical problem-solving to streamline recruitment, employee record management, and payroll administration while maintaining workplace confidentiality and fostering a positive organizational culture.

EDUCATION

- **RNS INSTITUTE OF TECHNOLOGY** — Bengaluru, India
  Bachelor of Engineering - Computer Science & Engineering; CGPA: 8.04 — *August 2019 - May 2023*
- **Venkat International Public School** — Bengaluru, India
  12th - PCMC; Percentage: 69.4 — *June 2018 - May 2019*
- **Princess Cinderella Kindergarten, Primary & HighSchool** — Maputo, Mozambique
  10th; Percentage: 63 — *January 2016 - November 2016*

SKILLS

- **Languages**: Python (Basic Data Analysis)
- **Tools/Platforms**: Sublime Text, Tableau, Jupyter Notebook, MS Office (Excel, Word, PowerPoint)
- **Soft Skills**: Data Management & Reporting, Documentation & Record Keeping, Communication & Interpersonal Skills, Team Coordination, Time Management, Analytical Thinking, Writing

INTERNSHIP/TRAINING

- **Data Analytics** — August 2022 - September 2022
  Inflow Technologies — *Bengaluru, India*
  - Analyzed large datasets to prepare structured reports and actionable insights.
  - Created interactive visualizations to support data-driven decision-making.
  - **Project: Parkinson Disease Detection**:
  - Utilized data processing and visualization techniques to predict patient diagnosis based on clinical metrics.
  - Enhanced data accuracy and reporting standards relevant to organizational analytics.

PROJECTS

- **Banking Management System (2022)**: A mini project to manage the Bank Database using HTML, MYSQL, PHP, JS, and CSS. It organizes all of the client information, displays transactions, and provides notifications if there is a change in the account or feedback is received. Maintained structured records of client data and transactions. Ensured data accuracy, confidentiality, and documentation.
- **Cool Cakes Bakery App (2022)**: A mini Android Application project to manage bakery business using XML, JAVA and Firebase. It links clients with the bakery. Customers can place orders, track their orders, and receive order updates in real time. Bakery owners can personalize the app to meet their specific needs. Assisted in requirement gathering and coordination between users and business owners. Focused on user experience, communication flow, and real-time updates.
- **Solving Handwritten Mathematical Equations Using Neural Network Techniques (2022-2023)**: Using Data Processing techniques and Neural Network Algorithms to recognize and evaluate simple mathematical equations entered. Applied data processing and analytical techniques to evaluate results. Strengthened problem-solving and attention to detail.

CERTIFICATIONS

- Google Analytics Individual Qualification - Google - June 2023 - June 2024
- Fundamentals of Digital Marketing - Google - July 2023
- Diploma in Human Resources - Alison - January 2026
- Diploma in Applied Generative AI - Alison - January 2026
- HR Analytics - Alison - January 2026
- Diploma in Microsoft Excel for Beginners and Experts - Alison - February 2026
- Diploma in Business Administration and Corporate Management - Alison - February 2026

EXTRA-CURRICULAR ACTIVITIES

- **Social Media Manager of BigO CP Club, RNSIT** — Bengaluru, India
  Managed social media content and team communications to optimize community outreach. — *2021 - 2023*

LANGUAGES KNOWN

- **English** Full Professional Proficiency
- **Portuguese** Professional Working Proficiency
- **Gujarati** Limited Working Proficiency
- **Hindi** Limited Working Proficiency