

Kajal Valmikee

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PROFILE

Currently pursuing 12th grade and studying at Navgurukul in the School of Business. Passionate about business and technology, with strong problem-solving, time management, and teamwork skills.

EDUCATION

Senior Secondary <i>Bal Niketan Balika Inter College</i>	04/2023 – present kanpur
School of Business, Diploma Course <i>Navgurukul</i> 🔗	08/2023 – present Pune

SKILLS

- | | | |
|-------------------------|-----------------|------------------|
| • Advanced Google Sheet | • Communication | • Team Work |
| • Time Management | • Leadership | • Data Analytics |
| • Wix | • Google Site | • Canva |

LANGUAGES

English Hindi

PROJECTS

B2B business [🔗](#)

Completed an assignment on B2B business, analyzing strategies, market trends, and customer relationships to drive business growth and success.

Wix Website [🔗](#)

Create a website (Using Wix website) I have developed a professional website using Wix to showcase my portfolio, skills, and achievements, demonstrating my ability to design and manage web content.

INTERESTS

Cooking | Making Blogs | Social Media | Singing | Website Design

CERTIFICATES

Advanced Google Sheet [🔗](#)

Completed an advanced course on Google Sheets on Coursera, learning skills in data analysis and using advanced features.

Sales and CRM [🔗](#)

Completed a course on Sales and CRM from Coursera, gaining knowledge in sales strategies and customer relationship management.

Lead Management [🔗](#)

Completed a course on Lead Management from Coursera, learning how to manage and track leads effectively to boost sales.

VOLUNTEER WORK

Food and hygiene coordinator.

- Reduced food waste by 30% through effective food preparation and serving quantity management.
- Implemented portion control measures to maintain hygiene and minimize food waste.
- Coordinated kitchen operations, improving efficiency and optimizing workflows.
- Ensured compliance with health and safety regulations, fostering a safe working environment.