

# Kanika Mittal

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## LANGUAGES

English (Fluent - Reading, Writing, Speaking)

French (Intermediate - Reading, Writing, Speaking)

## OBJECTIVE

Dynamic and detail-oriented Entry-Level Data Analyst recently completed Google Data Analytics Professional Certificate. Proficient in SQL, Tableau, R, Python programming language and related frameworks. Dedicated to continuously learning and adapting to emerging technologies to drive innovation and exceed client expectations.

## EXPERIENCE

**OXFORD LEARNING, RICHMOND HILL WEST** - *High School Teacher* FEB 2024 - PRESENT

- Tutor students in various subjects, including Coding, Mathematics, Physics, Chemistry, English, and French.
- Implement personalized learning plans to address individual student needs and learning styles.

**FAB FLOORINGS INDIA, DELHI** - *Administrative Executive* JAN 2020 - SEP 2023

- Coordinated day-to-day administrative processes, including office management, correspondence, and communication channels.
- Conducted regular assessments of workflow processes, identifying areas for improvement and implementing efficiency enhancements.
- Coordinate client updates and take regular feedback to ensure the finished product meets client requirements.
- Provided administrative support to executive team members, handling scheduling and documentation.
- Encouraged the team to achieve goals through mentoring and team activities.
- Reporting for product backlogs and targets.
- Scheduling and coordinating the maintenance activities.
- Be updated about technological advancements relevant to administrative functions and analysis.

- Perform thorough background checks on new customers to assess the associated risk with a particular individual or a Business entity.
- Collect, analyze and authenticate documents provided by the customer.
- Ensure the customer's documents are complete, precise and updated as per the acceptable standards.
- Perform regular reviews of KYC files and documents for business entities and charities.
- Execute corrective actions and improvements as and when needed.
- Stay updated on changes in regulations and industry best practices related to KYC.
- Monitor customer accounts and transactions for unusual or suspicious activity.
- Report any suspicious transactions to the appropriate authorities in compliance with anti-money laundering (AML) regulations.

## **SKILLS**

- Team lead for Data Analytics in Mentor Me Collective - Grow With Google
- Proficient in programming languages (Python, NumPy, Pandas, R)
- Keen Data Analytical skills (SQL, Tableau)
- Proficient in Data Cleaning & Visualization, Spreadsheets, Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Cloud-based collaboration tools (Google Drive, Dropbox, OneDrive, Workspace, Microsoft 365)
- Work effectively in a group to manage multiple projects and prioritize the deliverables.
- Proficient in verbal as well as written communication

## **EDUCATION**

**KURUKSHETRA UNIVERSITY, HARYANA - B. Ed.**

*MAY 2016 - JUNE 2018*

**HINDU COLLEGE, DELHI UNIVERSITY, DELHI - M.A. Maths**  
*JUNE 2014*

*JULY 2011 -*

**I.P. COLLEGE FOR WOMEN, DELHI UNIVERSITY - B.A. Maths**

*JULY 2008 - JUNE 2011*

## **CERTIFICATIONS**

**GOOGLE DATA ANALYTICS** *Certificate, Coursera, November 2024*

**PYTHON ESSENTIALS 1** *provided by Cisco Networking Academy, April 2024*

**DELFI B1** *Membership under Alliance Française de Delhi, March 2023*

**CT 3 PROBABILITY AND MATHEMATICAL STATISTICS** - *Membership of Actuarial Institute of India*  
*2010*

**REFERENCES** (Available on request)