

# NEEL JAIN

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## CAREER OBJECTIVE

BBA student with strong analytical, operational, and technical skills seeking to contribute to trade operations, risk control, and process accuracy within global commodities markets. Skilled in Excel, data analysis, and documentation with a strong attention to detail and ability to manage complex workflows.

## PROFESSIONAL EXPERIENCE

### **Social Media Analyst | Style My Space | February 2024 - May 2024**

- Grew audience reach from 0 to 2,500+ in one month using data-driven growth strategies.
- Performed trend analysis and managed KPIs to improve engagement.
- Monitored and reported on content performance metrics, adjusting tactics based on real-time data.

### **Campaign operations Intern | Muskurahat Foundation | June 2024 - July 2024**

- Executed targeted outreach campaigns and managed donor engagement workflows, successfully raising ₹2,300 for educational programs.
- Tracked and reported on campaign promotion effectiveness to drive contributions and support team goals.

## EDUCATION

### **BACHELOR'S IN BUSINESS ADMINISTRATION**

Mount Carmel College, Bangalore | Expected Graduation: 2026 | CGPA: 7.9

### **KARNATAKA SECONDARY EDUCATION EXAMINATION BOARD, COMMERCE**

Mount Carmel Pre-University College, Bangalore | 2023 | Percentage: 91.3%

### **INDIAN CERTIFICATE OF SECONDARY EDUCATION (ICSE)**

St. Ann's High School, Bangalore | 2021 | Percentage: 87.5%

## SKILLS & COMPETENCIES

### **Analytical & Technical Skills:**

Microsoft Excel (Data Analysis, Reporting, Forecasting), Tableau (Data Visualization, Dashboards, Trend Analysis), KPI Tracking, AI Tools (ChatGPT, Notion AI, Claude, Gemini)

### **Core Competencies:**

Data-Driven Decision Making, Problem-Solving, Process Analysis, Stakeholder Communication, Leadership, Adaptability, Attention to Detail

## EXTRA CURRICULAR & ACHIEVEMENTS

**Core Team Member** – Institutional Social Responsibility Cell, Mount Carmel College

**Student Volunteer** – Rotaract Club, Mount Carmel College

**2nd Place** – Business Quiz, Mount Carmel Pre-university College

**Participant** – Personal Finance Workshop, AIESEC

**Participant** – AI for Business Readiness Workshop, Miles