

# Akifa begum

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Bengaluru, India

## Career Objective

Highly motivated and detail-oriented BCA student with strong analytical, project management, and problem-solving abilities. Passionate about leveraging data-driven insights, business analytics, and Excel-based automation to support operational efficiency and strategic decision-making. Skilled in Python, SQL, and MS Office tools, seeking a full-time Operations Analyst internship to apply analytical thinking, teamwork, and creative problem-solving in a fast-paced business environment.

## Academic Qualifications

Qualification	University / Board	Institution	Year of Passing	Percentage/ CGPA
BCA	Bengaluru City University)	<b>Mount Carmel College (Autonomous),Bangalore</b>	2026	71%
12th	Department of Pre University Education (Karnataka)	St. Anne's PU College, Miller's Road, Bangalore	2023	85%
10th	<b>SSLC</b>	<b>St.marys giirls high school ,banglore</b>	<b>2021</b>	<b>81%</b>

## Technical Skills

- **Data Analytics & Programming:** Python, SQL, *Learning R*
- **Data Visualization & BI:** MS Excel (Pivot Tables, Dashboards, Macros), *Exploring Tableau and Power BI*
- **MS Office tools:** Excel, PowerPoint, Word
- **Web Technologies:** HTML, CSS
- **AI Tools:** ChatGPT, Gemini AI Claude AI, perplexity AI (for research, automation, and content Generation.)
- **Presentation & Design:** Canva (PPTs, logos, posters, infographics)
- **Creative Tools:** Video Editing (cap cut, video guru)

## Project

**Project Title** : Interactive Excel Sales Dashboard (with Macros & VBA)

**Technology Used** : Microsoft Excel, VBA (Macros), PivotTables, Charts, Conditional Formatting

**Description** : Developed an interactive Excel dashboard to analyze and visualize sales performance, integrating slicers, KPIs, and dynamic charts (bar, pie, line) for real-time insights. Automated navigation between reports (city-level, target achievement, variance) using VBA Macros, reducing manual effort and improving efficiency. The project involved extensive data analysis by collecting, cleaning, and transforming raw sales data into a structured format. This enabled clear reporting, trend analysis, and decision-making, while also reducing manual analysis time through automation and visualization.

## **Roles & Responsibilities**

- : Created a content management system serving as a client interface that reduced download times by 30%.
- Developed new admin panel, which improved internal operating
- Applied problem-solving skills to translate business needs into analytical insights.
- **Team Size** : individual

**VIEW PROJECT :** [PDF VERSION](#) || [Interactive Excel Dashboard](#) ( Full interactivity available when opened in Microsoft Excel desktop application)

## **Awards & Certifications**

**Certificate of Completion-**[Basic of ChatGpt](#) (from Eldernity).

**Certificate of Completion –**[Python Programming](#) (from Eldernity).

**Certificate of Completion –**[Microsoft Excel](#) (from Eldernity).

**Certificate of Excellence** – Awarded for outstanding performance in the [Sanskrit Association](#) as a **core member**

## **Workshops / Seminars / Trainings Attended**

- Attended many seminars on emerging technologies, including Rasa Toolkit, Replicat AI, Cybersecurity, and several others.

## **Personal attributes**

- Leadership Skills
- Creative thinking
- Adaptability & Quick Learner
- Team work
- Excellent communication and interpersonal skills
- Organized and Self-motivated

## **Extra-curricular Activities**

- Social Media Head, leading the team and managing inter-collegiate and college-level events in the Science Association.

## **Hobbies**

- Photography
- Learning and exploring trends in technology and analytics

## **Languages**

- English
- Hindi
- Urdu

## **Declaration**

I hereby declare that the above furnished information is true to the best of my knowledge.

Date : 20<sup>th</sup> oct, 2025

Place: Bengaluru

**Akifa begum**