

NEEL JAIN

ASPIRING OPERATIONS ANALYST

9110422737 | neeljain.work@gmail.com | [LinkedIn](#)

CAREER OBJECTIVE

A highly motivated and analytical BBA student seeking a challenging Operations Analyst role. Eager to apply a strong foundation in data analysis, Microsoft Excel, and KPI tracking to support operational processes, identify efficiencies, and contribute to organizational success.

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, CRM Platforms (HubSpot, Salesforce), 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