

# NEEL JAIN

## ASPIRING OPERATIONS ANALYST

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### 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