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## TECHNICAL SKILLS

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Power BI | Advance Excel | Data visualization | Data Cleaning | SQL |Tableau

## PROFESSIONAL EXPERIENCE

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**Niva Bupa Health Insurance Company Limited.**  
*Branch Manager*

**Noida sector-18**  
*from 11/June/2023 to till date*

- Developing and implementing to achieve assigned annual target of the branch by driving sales
- Recruitment of new managers for the vacant role in Branch
- Training and development of new managers: Product Training, Sales Pitch.
- Taking Morning and evening reporting to ensure completion of task
- Daily Operation of Branch: Agent recruitment, Customer handling, Claim handling process
- Ensure compliance with company policies and regulations

## INTERNSHIP

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**Motherson Automotive Technologies and Engineering**  
*Management Intern.*

**Company Location**  
*June 1<sup>st</sup>,2022 to July 2<sup>nd</sup>,2022*

- Screening resumes: Identifying potential candidates for job openings
- Scheduling interviews: Confirming availability of potential candidates
- Posting job advertisements: On social media (Linkedin, Naukri.com)
- Updating databases: Adding new employee information
- Processing data: Filing documents and HR forms
- Providing feedback: Writing communications about HR policy updates

## PROJECTS

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**Project: Analyses of Customer Service Data using Microsoft Excel**  
*Hero Vired.*

- Data-driven insights and actionable recommendations based on sentiment analysis and root cause identification.
- Analytical skills, MS Excel File & MS Power Point.

## **Project: Analysis of Airbnb Data Using Power BI**

*Hero Vired.*

- Analyzing Airbnb data to reveal insights into user experiences and satisfaction levels
- Analytical Tools: Power BI

## **CERTIFICATION**

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### **Hero Vired**

*Accelerator Program in Business Analytics and Data science*

- Analytical skills, Advance excel, Power BI, Tableau, SQL, Python

## **EDUCATION**

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### **Amity University**

*MBA*

**Noida**

*2021-2023*

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### **Mewar Law Institute**

*BA-LLB (5 year)*

**Ghaziabad**

*2016-2021*

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