# **Kapil Nirwan**



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**TECHNICAL SKILLS**

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

**PROFESSIONAL EXPERIENCE**

**Niva Bupa Health Insurance Company Limited. Noida sector-18**

*Branch Manager 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**

**Motherson Automotive Technologies and Engineering Company Location**

*Management Intern. June 1st,2022 to July 2nd,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**

**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**

**Hero Vired**

*Accelerator Program in Business Analytics and Data science*

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

**EDUCATION**

**Amity University** **Noida**

*MBA 2021-2023*

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**Mewar Law Institute** **Ghaziabad**

*BA-LLB (5 year) 2016-2021*

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