Cover Letter

Dear Ma'am/Sir,

I'm writing to express my interest in the Data Analyst position in your prestigious Company, Earlier I have experience as an Admin Manager but currently i/m taking a Data science course to advance my career. As I want to grow my career in Data Science. My career goal is to achieve career opportunities by advancing my skillset. As of now I have 1.5 year of experience in (backend profile at H.R Poly Coat Pvt, Ltd) where I was responsible for coordinating the deliverables like samples, Company Stocks and invoices we receive. Afterward I had joined RA.Infra Studio which is an Architecture firm based in Delhi and there I have the position in there admin department and there I got the hands-on experience which will allow me to develop proficiency in tools such as Excel, SQL and Python Web scrapping. Which And that is why I believe if I got the opportunity to work with your prestigious company then I will bring a unique blend of analytical skills, communication expertise, and practical clarity that will make me valuable addition to your team.

My background in English honor's has equipped me with strong analytical thinking, problem-solving and excellent communication skills. I have a keen eye for detail and passion for transforming complex data into clear, actionable insights. I believe that my ability to communicate finding effectively, Combined my technical skills.

Thankyou for considering my application. I look forward to the possibility of discussing how I can contribute to the company.

Sincerely

Rukhsar Perween

Resume

Rukhsar Perween

Data analyst

Contact No:82105-87099 Email:syedrukhsar900@gmail.com

Fresher

RA.Infra Studio -**Dec 2023 - PRESENT.** Human

Resources Manager   Noida new Delhi - 201301

2/2/2023 .

H.R Polycoat pvt.ltd
Admin Manager NSP Krishna Apra 110034
,10/11/2022 to 21/11/2023

Certification Course:
Data Is Good (June 2023 to June 2024)

EDUCATION

B.A, English honors Bidhan
Chandra college.
Asansol - 713304, Dist. - Burdwan, State - West Bengal, Country
- India. 0341-2283020
2020(CGPA-61.0)

Gurudwara Girls High school (H.S) West Bengal

2015 - 2016, CGPA - 62.1

PROJECTS

Project Name — *Titanic,Eda,Books scraper,movie ratings,Covid-19,Airbnb,HR dataset,Super store,SQL (movie ratings),macros &Data cleaning,*

Personal Details:
Father Name:Md Khurshid Ali Mother
Name: Gazala PerweenDOB:16/04/1997
Permanent Address: Asansol West Bengal.
Declaration: I hereby declare that the above information providedby me is true

SKILLS

Programming.statistics
Probability, DataMining,
Data Visualization,Data
Manipulation, Machine
Learning, Web Scrapping
Sql,Excel,interpersonal
Skill,Communication
skills.Analytical Thinking.

Tools

Numpy .Pandas.Sql.Power
BI.Tableau.Matplotlib.Sea
born.plotly.Excel.
word.PowerPoint.SqlWork
bench.JupyterNoteBook.AI
Tools.

LANGUAGES

English professional

Hindi   Native

Bengali   Native