

Abiyouth Raj

📍 Kumbakonam, Tamil Nadu

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🔗 [LinkedIn Profile](#)

Objective

Highly motivated and detail-oriented professional with a strong background in data entry, data analysis, and administrative support. Proven ability to handle large volumes of data with accuracy and speed. Adept at using Microsoft Excel, Google Sheets, and other productivity tools to organize, clean, and maintain datasets efficiently. Experienced in maintaining records, updating databases, and ensuring data integrity across systems. Known for strong typing skills (60+ WPM), attention to detail, and a commitment to meeting deadlines. Eager to contribute to a fast-paced environment where precision, reliability, and consistency are valued.

Education

Bachelor of Art's in Economics

Government Art's College (Autonomous), Kumbakonam, Bharathidasan University
2023 with 63%

HSC

Al-Ameen Matriculation Higher Secondary School, Kumbakonam.
2019 with 56%

SSLC

St.Anne's Matriculation Higher Secondary School, Kumbakonam.
2018 with 52%

Skills

- Fast and accurate typing
 - Proficient in MS Excel, Word, and Google Sheets
 - Data cleaning and formatting
 - Attention to detail and error spotting
 - Time management and multitasking
 - Knowledge of basic SQL
 - Data visualization tools Tableau, Power BI
 - Data Analytics (Python, Tableau & power bi, SQL, Excel)
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Certifications

- 📄 *Data Analytics Certificate* – (Besant Technologies)
- 📄 *Typing Speed Certificate*
- 📄 Data analytics & Data Visualization job simulation – Forage(Internship)
- 📄 Digital Marketing –National Stock Exchange(NSE Academy)

Work Experience

Assistant Cinematographer – Short Film "Varam"

2021

- Maintained and organized shot schedules and production data in spreadsheets.
- Managed file naming, version control, and backup of footage metadata.

Photographer & Videographer

2019-2023

- Worked as a (part-time) videographer in “Beschi Communication”, Kumbakonam
- Involved in taking Photographs and videographs for “Madha TV” channel.

Hobbies

- Photography & Videography
- content creating
- Learning new skills
- Dancing
- Games

Projects (Optional but beneficial)

Sales Dashboard in Excel

- Created a dynamic Excel dashboard for sales data analysis using formulas, pivot tables, and charts.

Employee Management System (SQL Project)

- Designed a database to store employee records and wrote queries for data retrieval and management.

Languages

- English – Professional
- Tamil – Native