



Amit Tetwal
Specialization: Finance and HR
SGSITS, Indore
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Enrolment No.0801MB201003
Department: MBA
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Professional Summary

Data Analyst Enthusiast well-versed in various statistical methods such as descriptive statistics. Independent and versatile individual skillful in analyzing data and monitoring existing metrics. Good presentation, relationship-building, and organizational skills. Proficient in SPSS and SQL.

Degree / Certificate	University / Board	Institute / School	Year of Passing	CGPA / Percentage
MBA	DAVV, Indore	SGSITS, Indore	2022	9.02
B.E	RGPV, Bhopal	SGSITS, Indore	2020	6.72
12th	CBSE	Daisy Dales School, Indore	2016	60.2%
10th	CBSE	Daisy Dales School, Indore	2014	6.4

Experience

HR Management Trainee at iFORTIS Worldwide

- Assisted human resources and recruiting teams by scheduling and conducting phone screens and on-site interviews.
 - Filed paperwork, sorted and delivered mail and maintained office organization.
 - Maintained relationships with personnel using strong collaboration and teamwork skills.
 - Recruited top talent to maximize profitability.
- 2022**

Finance Intern at LEARNOVATE Ecommerce

- Prepared and posted financial journal entries
 - Developed team communications and information for meetings.
 - Led a team of 8 Interns as a Team Leader and analysed their performance
 - Drafted Interns performance reports to senior managers.
- 2021**

HR Social Intern at S.K Tech Industries

- Carried out day-to-day duties accurately and efficiently.
 - Generated specific candidate pool for career opportunities through strategic placement of advertisements, evaluation of applicant credentials and conducting initial interviews and pre-screening assessments.
 - Studied job descriptions and qualifications to determine applicant requirements.
- 2021**

Digital Marketing Intern at Addymade

- Worked on understanding digital marketing concepts like SEO, SMM.
- 2019**

Academic Projects

A Major Research Project on “ A Study on the Rise of E-Sports Culture in India”

Guided By- Dr. Mayura Kemkar Ma'am

- Successfully conducted a research and prepared a report.
- Various tests like Factor Analysis, Anova etc. conducted using SPSS.

A Research Project on “ A Study of E-Business and Traditional Business, In the COVID Pandemic”

Guided By- Dr. Mayura Kemkar Ma'am

- Studied about how to do a Research.
- Conducted and prepared a research report based on hypothesis and test analysis of primary and secondary data.

Technical Projects

Different Ratio calculation/Fundamental Analysis on Excel

Guided By-Prof. Ashish Mahajan Sir

- Studied about various financial ratios useful for the fundamental analysis
- Various Financial ratios calculated using Balance sheet and P & L account sheet

Skills

MS-Excel	● ● ● ● ○ (Very Good)	Tableau	● ● ● ○ ○ (Intermediate)
MS-PowerPoint	● ● ● ● ○ (Very Good)	Communication Skills	● ● ● ● ○ (Very Good)
MS-Word	● ● ● ● ● (Excellent)	MySQL	● ● ● ● ○ (Very Good)
IBM SPSS	● ● ● ● ○ (Very Good)	Python	● ● ● ○ ○ (Intermediate)

Positions of Responsibility

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|-------------------------------------------|-----------|
| • Training and Placement Cell Coordinator | 2020-2022 |
| • IMA Coordinator | 2020-2022 |

Certificates

- NISM Va- Mutual Fund Distributors Certification Examination
- NISM VII-Securities Operations and Risk Management Certification Examination
- NISM VIII-Equity Derivatives Certification Examination

Extracurricular Activities

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| • Prepared and presented a Research paper titled “A Study to find out the factors affecting the Traditional Business and E-Business, in the COVID Pandemic” at ICAMT International Conference held on 24-26 February 2022. | 2022 |
| • Conducted a hands on session on Factor analysis, ANOVA and T-Test using SPSS for the final year students of MBA. | 2022 |
| • Prepared and presented a Research paper titled “A Study of Traditional Business and E-Business, in the COVID Pandemic” at SAGE National Conference held on 23-24 July 2021.Later it was published in SAGE National Conference Journal proceedings. | 2021 |
| • Undergone practical hands-on training session on IOT from 9 to 24 September 2019 at CIDI SGSITS, Indore. | 2020 |
| • Participated in Indore Open International Rating Chess Tournament from 08 to 12 April 2013 at Indore, M.P. | 2013 |