

# Nikhil Juneja

## CONTACT INFORMATION

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## OBJECTIVE

I am a highly motivated individual with a Bachelor's degree in Business Administration and proven experience as an Associate Operations. I possess strong analytical skills and excel in data visualization, Microsoft Office, SQL, and multitasking. My passion for problem-solving drives me to deliver high-quality results in a fast-paced environment. I am confident in my ability to analyze complex business processes and provide valuable insights to drive strategic decision-making.

## EXPERIENCE

Jul 2023 - Jan 2024

**Associate Operations**  
Creative Mediapilse Technologies Ltd

- Handling the operations of multiple centers of CMPTL.
- Managing, Leads, Projects & other documentations, Lead Verification, project briefing to Prospects, Prospects Site Visits scheduling, Client Coordination etc.
- Managing any other support required for the teams from multiple centers.
- Coordinating with consultants.
- Setting up meetings for consultants.
- Sending mails/proposals as provided by consultants.
- Sharing information and support with consultants after discussing with your reporting consultant.
- Reviewing timesheets of consultants.
- Recruitment.
- Analyzing weekly data.
- Lead Verification Process.

Apr 2024 - Present

**Business Research Intern**  
Saral Techh

- Conduct extensive market research and analysis to identify trends and opportunities for business growth.
- Create comprehensive reports and presentations to communicate findings and recommendations to senior management.
- Utilize various data analysis tools and techniques to gather, clean, and analyze large datasets.
- Collaborate with cross-functional teams to develop effective strategies for improving business performance.

## EDUCATION

**Haryana, India**  
2021 - 2024

**Bachelor of Business Administration**  
Maharishi Dayanand University

**Haryana, India**  
2020 - 2021

**Secondary Education**  
JASV High School

**Haryana, India**  
2018 - 2019

**Higher Education**  
Indian Pub Sports Sr. Sec. School

## LANGUAGES

**English**  
Intermediate  
  
**Hindi**  
Native

## SKILLS

**Microsoft Office**  
**SQL**  
**Tally ERP**  
**Critical Thinking**  
**Data Cleaning**

**Google Sheets**  
**Power BI**  
**Communcation Skills**  
**Problem Solving**

## CERTIFICATIONS & COURSES

- Data Analytics, Google
- Diploma in computer Aided and Accounting, Hartron