

# GUNIKA DHAMIJA

Delhi, India 110085 | 9643220629 | gunikadhamija26@gmail.com

## Summary

Motivated Bcom (H) 2nd year student with great communication and critical thinking abilities. Successful at approaching and solving various problems with practical solutions. Team-oriented and ready to learn.

## Experience

<b>Human Resources Intern</b> <b>Studifysuccess</b>	<b>05/2024 to I currently work here</b> <b>Work from home, India</b>
<ul style="list-style-type: none"><li>Offered assistance throughout recruitment processes.</li></ul>	
<b>Coordinator</b> <b>Dayitva (Eco club) of IITM</b>	<b>07/2023 to Current</b> <b>Delhi, India</b>
<ul style="list-style-type: none"><li>Organized team events to promote a positive work environment</li><li>Coordinated with other supervisors, combining group efforts to achieve goals.</li></ul>	
<b>Coordinator</b> <b>Fiesta (college fest)</b>	<b>03/2024 to 03/2024</b> <b>Delhi, India</b>
<ul style="list-style-type: none"><li>Managed smooth operations and communicated timely updates to coordinate administrative activities.</li><li>Used canva to make brochures and posters.</li></ul>	
<b>NSS volunteer</b> <b>IITM</b>	<b>07/2023 to I currently work here</b> <b>Delhi</b>
<ul style="list-style-type: none"><li>Established and maintained relationships with fellow volunteers and Organisational stakeholders.</li><li>Engaged in activities like Blood Donation Camps , Plantation Drives etc.</li></ul>	
<b>Class Representative</b> <b>IITM</b>	<b>09/2023 to Current</b> <b>Delhi, India</b>
<ul style="list-style-type: none"><li>Attended faculty meetings to represent the views of the student body.</li><li>Responded promptly to requests from school administrators or faculty members.</li></ul>	

## Certifications

- Power BI and Data Visualization
- E - business certified course from NPTEL swayam by IIT Kharagpur.
- Business Development: from start to scale course from NPTEL swayam.
- Certificate of participation in Power Excel workshop.
- Certificate of participation in International conference on "Revisiting Management and Business Practices in Dynamic Era".
- Persuing Data analysis certification course from Udemy.

## Education

<b>Bachelor of Commerce (BCom H)</b> Institute of Innovation in Technology And Manageme Dayitva (ECO CLUB) coordinator	<b>2025</b> Delhi
<b>Senior Secondary Examination (XII)</b> Vikas Bharati Public School Completed coursework in commerce	<b>2022</b> Delhi
<b>Secondary Examination (X)</b> Vikas Bharati Public School	<b>2020</b> Delhi

## Skills

- Microsoft excel
- MS office
- Tally Prime
- Power BI
- R programming language
- Coordination
- Team Building
- Volunteer oversight
- Task Prioritization
- Goal Setting
- Reliability

## LinkedIn

- [https://www.linkedin.com/in/gunika-dhamija-162254270?utm\\_source=share&utm\\_campaign=share\\_via&utm\\_content=profile&utm\\_medium=ios\\_app](https://www.linkedin.com/in/gunika-dhamija-162254270?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=ios_app)