

BICKY PAUL

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Career Objective

Enthusiastic and analytical B.Sc. Physics graduate with strong foundations in problem-solving and data handling. Eager to apply my skills in Excel and computer applications to contribute to data-driven operations and business support functions at NAB Global Innovation Centre.

Technical Skills

- Microsoft Excel (Data Analysis, Charts, Pivot Tables)
- MS Office Suite (Word, PowerPoint)
- Basic knowledge of computer hardware and software
- Internet and file management tools

Strengths

- Quick learner and self-motivated
- Strong communication and interpersonal skills
- Attention to detail and time management
- Adaptable to new tools and technologies

EDUCATION

Bachelor of Science (Physics)

March 2023

D.H.S.K College, Dibrugarh

CGPA- 7.68

Higher Secondary Education (Science Stream)

May 2018

Gyan Vigyan Academy, Dibrugarh

Percentage: 66.66%

Secondary Education (10th)

May 2016

Sepon High School

Percentage: 79.33%

PROJECTS

Sales & Financial Report | AtliQ Hardware

- Analyzed sales performance, customer behavior, and financial health using advanced Excel tools.
- Used Power Pivot and DAX for data modeling and custom calculations.
- Applied ETL techniques to clean and transform data from CSV and Excel sources.

Annual Sales Report Dashboard | Vrinda Stores

- Conducted comprehensive analysis of Vrinda Store's 2022 sales data to identify customer behavior and market trends.
- Determined peak sales periods, top-performing products, and key customer demographics to inform strategic decisions.
- Delivered actionable insights that guided data-driven strategies to enhance sales and customer engagement in 2023.

Languages

- English (Professional Proficiency)
- Hindi (Fluent)
- Assamese (Native)

Certifications

- **Excel:** Mother of Business Intelligence – Codebasics
- **Diploma in Computer Application:** Hi-Tech Computer Point, Dibrugarh
- **EF SET English Certificate**