

CURRICULUM VITAE

Neeraj Kumar

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PWD: Hearing Impairment

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Objective

I am eager to expand my knowledge and experience as a data analyst by gaining expertise in database development, raw data analysis, data cleaning, problem-solving, and data visualization. My primary goal is to develop proficiency in various data analysis tools such as SQL, Power BI, Excel, G Sheets, Data Studio, and Tableau Desktop. Ultimately, I aspire to become a highly skilled data analyst who can contribute to the growth and success of my organization.

Summary

As a **Customer Support Associate** at Tech Mahindra for a year, I have been working on procedures. In addition, I have five years and three months of experience working as a trainer of basic IT in Microsoft Office at the Noida Deaf Society, where I taught MS Office to students with hearing impairment as part of their vocational training. I also have ten months of experience working as a data entry operator for Chitra Prakashan, where I filled out data using an index form. Further, I have four years and two months of experience working as a data entry operator for Scholastic India, where my responsibilities included book order billing.

Work Experience

Currently, I am working as a **Customer Support Associate** for the Google MISC India project at **Tech Mahindra Limited** in Hyderabad, Telangana. I have been working remotely from home since October 3, 2022.

Role and Responsibilities:

- Comparing user responses in TensorFlow and PyTorch forums using Google Sheets, a Pivot Table Summary, a Dashboard Report, and a Google Slide Overview.
- GBPS Quality Customers utilizes an Excel chart, which includes a parameter error trend and a summary pivot table.
- Visualize GBPS COE audit data with Google Data Studio dashboard report for email, chat, and phone communication.
- On the Google Data Studio dashboard, show the duration of language lab and learning data in hours on the summary report for DEXT employees.

Trainer at Noida Deaf Society, Noida, Uttar Pradesh From 3 July 2017 to 30 September 2022

Role and Responsibilities:

- A trainer of basic IT in Microsoft Office for students with hearing impairments during vocational training at Noida Deaf Society.
- Word, Excel, PowerPoint, and Internet are all part of MS Office.
- The student test resulted in a marked entry in the Excel report.

Data Entry Operator at Chitra Prakashan (I) Private Limited, Meerut, Uttar Pradesh From 1 August 2015 to 30 June 2016

Role and Responsibilities:

- The name and address details of entries in school and college index forms are provided by a data entry operator.

Data Entry Operator at Scholastic India Private Limited, Gurgaon, Haryana from 12 May 2011 to 31 July 2015

Role and Responsibilities:

- As a data entry operator, I was responsible for billing orders of book items and entry items for pan-Indian schools and colleges, which included name, class, and address. The three types of form books are primary, middle, and high class in the Book Club department.
- Excel and a pivot table were used to record data entry using the Chequebook MICR code.

Educational Qualification

- B.A. (Hons) in Sociology from Magadh University in Bodh Gaya in 2015.

Skills

- Data cleaning and problem-solving using data analysis
- Proficient in SQL
- Power BI Desktop
- Advanced MS Excel and Google Sheets
- Google Looker Studio
- MS Office Suite (Excel, Word, and PowerPoint)
- Google Office Suite (Sheets, Docs, and Slides)
- Communication written using the level of Intermediate English Language

Certificate and Online Courses

- Google Data Analytics from Coursera.
- MySQL and PostgreSQL from Udemy.
- SQL Server from LinkedIn Learning.
- Microsoft Power BI from Udemy
- Google Looker Data Studio from Udemy.
- Tableau Desktop from Udemy.
- Microsoft Excel and data analysis using Excel Pivot Tables from Udemy.

Hobbies

- SQL Command Query
- Dashboard in Power BI and Google Looker Studio
- Excel and Google Sheets using Analysis
- Cricket
- Movies
- Tying Speed Practical

Language

- English
- Hindi
- Indian Sign Language

Person Details

- Father Name : Sudhir Singh
- Mother Name : Usha Devi
- Spouse Name : Mohini Sharma
- Marital Status : Married
- Date of Birth : 21 August 1990
- Gender : Male

Declaration: I hereby declare that the above-mentioned information is accurate to the best of my knowledge and belief.