

**Summary:** Recent Economics graduate with a strong analytical mindset and a keen interest in HR operations. Motivated to grow within dynamic HR environments and add value across diverse organisational functions. A quick learner with excellent communication and problem-solving skills, ready to support HR functions such as HR Analytics, Employee Relations, HR Information Systems and HR Planning. Passionate about applying economic principles to workforce planning and operational efficiency. Comfortable working with Excel and open to training opportunities for enhancing data management skills.

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**Education:**

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| → Siddharth College Of Arts, Science & Commerce, Mumbai Fort.<br>Bachelor of Arts (Economics)             | CGPA- 6.96      | Jun 2024 |
| → PVG's Vidya Bhawan Junior College Of Science & Commerce, Nerul.<br>Higher Secondary Education (Science) | Percentage- 52% | Jun 2020 |
| → St.Xavier's High School & Junior College, Nerul, Navi Mumbai.<br>Secondary Education                    | Percentage- 82% | May 2018 |
| <u>Extra Curricular:</u> National Cadet Corps, National Social Service                                    |                 |          |
| <b>Skills:</b> Honesty, Discipline, Teamwork, Time-management   |                 |          |

**Career Gap:** (Aug 2024 - Present)

- Preparing for Govt. Exam (HPCL)
  - Preparing for CAT 2025 Exam
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**Courses/Certifications:**

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| → Strategic Planning ( <a href="#">Link</a> )<br><b>Skills:</b> SWOT Analysis, Strategic Thinking  | Oct 2025 |
| → Advanced Excel Certification ( <a href="#">Link</a> )<br><b>Skills:</b> Data Management, Data Analysis, Data Visualisation, Excel Report Preparation | Jan 2025 |
| → Using basic formulas and functions in Microsoft Excel ( <a href="#">Coursera</a> )<br><b>Skills:</b> Calculations in spreadsheets                    | Apr 2024 |
| → Microeconomics Principles ( <a href="#">Coursera</a> )<br><b>Skills:</b> Economics Analysis, Strategy, Critical thinking, Data Analysis              | Aug 2022 |

**Skills**

- Microsoft Office ( Excel, Word, PowerPoint)
  - Communication Skill
  - Detail-oriented
  - Organisational Skill
  - Interpersonal Skill
  - Economics Analysis/ Resource Analysis
  - Teamwork
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**Examination:**

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| TCS ION NQT<br>Percentage: 72% | Apr 2025 |
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