# Naitik Khunt

62, orchard street, Avondale, Auckland, New Zealand

k1306n@gmail.com

+64 225834858

## Objective

I'm looking for full-time work in the IT and telecommunications industry.

## Personal Statement

Final-year Master's in Business Informatics student at ICL Graduate Business School with practical experience in SQL, Python, Power BI, and Excel through academic projects. Eager to apply my skills in a professional setting and open to roles in data analysis, business intelligence, or any position where I can contribute to data-driven decision-making through problem-solving, teamwork, and effective communication.

## Work history

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| Armourguard Security ltd  Auckland, New Zealand  Nov 2023 - Present | Cash Processor   * Operate BPS M7 and BPS C5 machines to process, sort, and verify large volumes of cash efficiently and accurately. * Manage daily cash transactions and deposits while maintaining strict attention to detail and following company policies. * Track and meet daily performance goals (KPIs), such as processing speed, accuracy, and target completion. * Monitor cash flow on the floor and support reporting to help the team stay on track with performance targets. * Assist in identifying slowdowns, errors, or issues in cash handling processes and suggest improvements to increase productivity. * Communicate clearly with team members and supervisors to ensure smooth operations and timely task completion. * Support overall cash management by keeping records organized and helping maintain workflow consistency. |
| Avaiya Infotech  Surat, India  Jul 2023 - Jul 2024 | Data Analyst  After finishing my bachelor’s degree, I joined Avaiya Infotech as a Data Analyst Intern, supporting the team remotely with data tasks and project coordination. I was then hired full-time as a Data Analyst and worked onsite in Surat, Gujarat.   * Analyzed data to track project and team performance, helping improve processes and meet key goals. * Created easy-to-understand reports and dashboards to show progress, spot issues, and support decision-making. * Worked with different teams to understand their needs and provide useful insights based on data. * Helped organize tasks and improve workflows to boost overall team productivity. * Used tools like Excel, Google Sheets, and SQL for data collection, and analysis. |

## Qualifications

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| ICL Graduate Business School  Auckland, New Zealand  2024 - Present | Masters in Business Informatics |
| Veer Narmad South Gujarat University  Surat, India  2023 | Bachelor   * Bachelor of computer application * Certificates: Logical Development & Query Building (Nov 2022), Environmental Awareness (Mar 2023) * Achievements: Distinction in Minor Project; Distinction in Final Year Project and seminar presentation |

## Technical skills

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| * Full Car License * Databases & Querying: SQL, MySQL (command-line) * Development Tools: Jupyter Notebook (for Python data analysis), Git (basic) * Database Concepts: DBMS fundamentals, data modeling | * Data Visualization: Power BI, Excel * Programming & Data Analysis: Python (basic) * Windows Orating System office 365 |

## Personal skills

Adaptability

Quick to adjust to new tools, tasks, or changes in the work environment.

Attention to Detail

Careful and thorough when working with data, reports, and day-to-day tasks.

Team Collaboration

Keep things organized and meet deadlines even when handling multiple tasks.

Communication Skills

Can explain things clearly and easily so everyone can understand.

Time Management

Keep things organized and meet deadlines even when handling multiple tasks

Problem-Solving

Good at spotting issues early and finding simple, effective ways to fix them.

## Community & volunteer experience

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| International Swaminarayan Satsang Organization New Zealand (ISSO NZ)  Auckland, New Zealand  Aug 2024 - Present | Volunteer Member   * Volunteering in various roles including cleaning, parking management, and food preparation during community and religious events. * Supporting logistics event, especially during festivals, to ensure smooth operations and positive experiences for attendees. |
| Mission Providers  Surat, India  Mar 2021 - Jul 2024 | Community Volunteer   * Participated in a small volunteer group supporting local communities by distributing food, books, and stationery to children living on the street, as well as residents of old age homes and orphanages. * Helped organize and deliver care packages focusing on children’s education and nutrition. * Assisted with fundraising and awareness efforts, including managing content for the group’s Instagram page. * Collaborated with group members to identify needs and coordinate outreach visits. |

## Academic Projects

**Pitstop Website – Final Year**

**Feb 2023 – May 2023**  
Veer Narmad South Gujarat University, Surat, India

* **Objective:** Developed a multipage car service booking website to streamline garage appointment management.
* **Tools:** XAMPP (Apache, MySQL, PHP), HTML, CSS, JavaScript
* **Duties:** Designed and implemented the database schema with tables, keys, and data types; wrote SQL queries for data operations; created ER diagrams and data visualization reports.
* **Outcome:** Delivered a fully functional website; presented project and report.
* **Result:** Awarded Distinction (A grade) for the project and Distinction (O grade) for seminar presentation.

**Flight Booking Website – Minor Project**

**Sep 2022 – Oct 2022**  
Veer Narmad South Gujarat University, Surat, India

* **Objective:** Developed an individual flight booking website with user authentication and booking features.
* **Tools:** HTML, CSS, JavaScript, PHP, MySQL
* **Duties:** Independently designed, developed, and tested the full website.
* **Outcome:** Successfully presented the working prototype.
* **Result:** Awarded Distinction with O grade.

## Referees

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| Christiano Pegorer  Business Analyst - Gallagher  christiano.pegorer@gmail.com  +64 272507870 |  |