

WORK EXPERIENCE

Human Resources (HR) Associate

Wyreflow Technologies, Virtual

Sep 2024 - Oct 2024

- Conducted resume screening and assisted in hiring process through LinkedIn for Wyreflow Technologies.
- Utilized MS PowerPoint, MS Word, and MS Excel for presentations and data analysis.
- Demonstrated strong communication skills and attention to detail in all tasks.
- Developed skills in hiring, presentation, and resume screening during internship.

Data Analytics Trainee • Internship

MedTourEasy, Virtual

Aug 2024

- Utilized python programming skills to analyze healthcare management data for MedTourEasy.
- Implemented data visualization techniques to present insights for decision-making.
- Completed Coursera training to enhance data analytics capabilities.
- Demonstrated strong attention to detail and communication skills in writing and speaking.

Database Building/Management • Internship

Anuradha Shukla, Virtual

Jul 2024 - Aug 2024

- Collected client emails from web directories to support sales team in achieving targets.
- Assisted in outreach activities for a start-up focused on building client relationships.

Retail Merchandiser

REDTAPE, Noida

Dec 2021 - Sep 2022

- Managed inventory and collaborated with buyers and e-commerce department to optimize sales strategies.
- Utilized MS Excel and logic erp software for stock management and sales analysis.
- Implemented category management techniques to drive product visibility and increase sales.

Finance • Internship

NTPC Ltd, Faridabad

Jun 2021 - Jul 2021

- Generated and analyzed reports to support financial decision-making processes.
- Took minutes of meetings to ensure accurate documentation and follow-up on action items.
- Assisted in statement preparation, data entry, and conducting audits for financial management training onsite.

Social Media Marketing • Internship

KnowScape, Virtual

Aug 2020

- Managed social media content curation and promotion for KnowScape, focusing on increasing reader retainment.
- Developed innovative strategies to enhance engagement and drive traffic to the company's social media platforms.

EDUCATION

Bachelor of Business Administration (B.B.A.), Data Science

IMS Ghaziabad

2019 - 2022

Percentage: 75.00%

Senior Secondary (XII), CBSE

Commerce

2019

Modern Delhi Public School Faridabad

Percentage: 87.80%

Secondary (X), CBSE

Modern Delhi Public School Faridabad

2017

CGPA: 8.60/10

TRAININGS / CERTIFICATIONS

Responsive Web Design

Jun 2025

FreeCodeCamp, Virtual

CSCMP Supply Chain Foundations: The Essentials Professional Certificate

Jan 2025

Council Of Supply Chain Management Professionals, Virtual

BI Dashboards With Power BI Course

Dec 2024

codecademy, Virtual

Talent Management

Oct 2024

LinkedIn Learning, Virtual

Google Data Analytics

Jul 2024 - Aug 2024

Coursera, Virtual

Excel Skills For Business

Jun 2024 - Jul 2024

Macquarie University, Virtual

Payroll And Human Resource Management

Jun 2024

Tally Education And Distribution Services Private Limited, Virtual

R PROGRAMMING

May 2024 - Jun 2024

udemy, Virtual

Python

Sep 2021 - Oct 2021

EISystems (IIT BHU), Virtual

- Attended python programming live class training for Trainee role at EISystems Technologies.
- Developed a random password generator project to enhance coding skills and knowledge.
- Demonstrated strong organizing skills, remote work proficiency, and effective time management.

PROJECTS

GE Aerospace Explore Human Resources

Jul 2024

- Completed a job simulation involving using key HR tools and skills to help improve the HR systems at GE Aerospace
- Provided constructive feedback to a team member to help them develop and improve their performance
- Implemented the Lean Methodology by applying it to a simple everyday routine or process
- Prepared recommendations to managers in terms of which employees should receive pay rises or adjustments based on compa-ratios and established pay ranges

SKILLS

- MS-Excel
- Email Marketing
- SPSS
- MS-Office
- English Proficiency (Written)
- Python
- Social Media Marketing
- Tableau
- Power BI

Certification Course In Retail Management

May 2025

udemy, Virtual

BI Dashboards With Tableau Course

Dec 2024

codecademy, Virtual

Diversity, Inclusion And Belonging

Oct 2024

LinkedIn Learning, Virtual

Naukri Maestro Recruiter

Oct 2024

Naukri.com, Virtual

Digital Marketing

Jul 2024

HubSpot Academy, Virtual

People Analytics

Jun 2024

University of Pennsylvania, Virtual

Human Resources Analytics

Jun 2024

University of California, Irvine, Virtual

SQL Bootcamp

May 2024

udemy, Virtual

- English Proficiency (Spoken)

- SQL

- R Programming