Ritesh Kannoj

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CAREER OBJECTIVE

Detail-oriented and motivated graduate with strong skills in data entry, document review, and MS Office (Excel, Word, PowerPoint). Seeking an internship opportunity with Deloitte South Asia LLP – DashVerify, to contribute to forensic and financial crime background verification processes. Eager to apply analytical thinking, problem-solving, and effective communication skills while ensuring accuracy, compliance, and confidentiality.

SKILLS

Web Development: HTML, CSS, JavaScript(Basic)

Data Analysis & Visualization: Excel, Google Sheets

Project & Process Management: Jira, Scrum, SRS, BRS, SOW

Soft Skills: Communication, Presentation, Problem-Solving, Attention to Detail, Team Collaboration

Data Management & Verification: MS Excel, Google Sheets, SQL, Document Review, Report Generation

Database: SQL

INTERNSHIP EXPERIENCE

BUSINESS ANALYST INTERN, GenieHub Network Pvt Ltd   01/2024 – 01/2025
- Conducted market research to identify business opportunities and emerging trends.
- Facilitated daily Scrum meetings, ensuring clear communication and resolving challenges.
- Assigned tasks based on team members' skills to improve efficiency and meet deadlines.
- Provided frequent progress updates to maintain organization and transparency.
- Analyzed business data to generate insights and support strategic decision-making.
- Collaborated with cross-functional teams to streamline processes and enhance productivity.

PROJECTS

Library Management System
- Designed & developed a Java-based Library Management System (LMS) with role-based access (Admin, Librarian, Member) using OOP principles.
- Integrated JDBC with MySQL/SQLite to manage book inventory, user data, and transactions, ensuring relational data consistency.
- Implemented core functionalities like book search/issue/return, fine calculation for overdue books, and report generation.
- Applied CRUD operations via prepared statements for secure database interactions and exception handling for robustness.

EDUCATION

Master of Computer Application,   2022 – 2024
Shri Govindram Seksaria Institue of Technology and Science, Indore   Indore
- 6.7(CGPA)

Bachelor of Commerce, Idyllic Institute of Management, Indore   2019 – 2022
- 60%   Indore

CERTIFICATES

Business Analysis Basics | Project Management Essentials Certified | Java Core Certificate in Universal Informatics