Md Arbaz Hasan

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PROFESSIONAL SUMMARY

Motivated and detail-oriented individual skilled in data entry, computer operations, and office management. Capable of handling administrative, back-office, and accounting tasks efficiently using MS Office, Excel, and Tally. Dedicated to accuracy, teamwork, and continuous skill improvement.

SKILLS

- Data Entry & Database Management: MS Excel, Google Sheets, MS Access
- Accounting: Tally Prime, Tally ERP 9, MS Excel
- Document Handling: MS Word, Google Docs
- Presentation: MS PowerPoint, Google slides, Canva
- Data Analysis: Excel (VLOOKUP, Pivot Table, Lookup), Google Sheets, Excel VBA/Macros
- Communication: MS Outlook, Google Meet, Email Writing
- Cloud Work: Google Drive, Google Docs, Sheets, OneDrive
- Typing Speed: 40+ WPM with high accuracy and efficiency
- CRM Tools: Lead Squared (Customer tracking & communication)

Experience

Marketing Intern   Aug 2024 – Nov 2024
Nirog Street

- Called patients to schedule appointments and provide service information.
- Maintained patient records and database updates.
- Supported the marketing team in outreach and engagement activities.

Education

B.A. (Hons.) in English – 3rd Year
University of Delhi

- Expected Graduation Year: 2027
- 2nd Year CGPA: 7.68 CGPA
- Skill Enhancement subject – Basic IT Tools, Communication in professional life

Intermediate of Science (12th)
B.K.S.K.S Inter College, Garhpura

- Stream: PCMB (Physics, Chemistry, Mathematics, Biology)
- Year of Completion: 2023
- Percentage: 71.8%

Certifications

- Advanced Diploma in Computer Application – Spread My Career
- Excel Macros & VBA for Beginners, Introduction to MS Excel, LOOKUP Function in Excel, Google Sheets – Simplilearn
- ChatGPT in Excel, MS Office, Tally Prime, Excel – Skill Course
- Typing Certificate (42 WPM, 95% Accuracy) – Typing.com

Projects

Velora Store – Annual Business Report 2024 - view project
Developed an interactive Excel-based analytics dashboard to visualize sales, customer, and regional performance data.

- Key Insights: Identified low-performing regions, product trends, and revenue peaks during festive seasons.
- Tools Used: Microsoft Excel (PivotTables, Charts, Conditional Formatting, Data Cleaning)

Languages

English (Intermediate) - Currently learning and improving, Hindi (Native)