

# MEENAKSHI THAMARASSERY SURESH

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## PROFESSIONAL SUMMARY

Recent MSc International Business graduate with 1 year of experience in HR Recruitment and hands-on exposure to data handling, reporting, and business analysis. Strong interest in building a career as a Data Analyst, with practical skills in Excel-based analysis, data interpretation, and reporting. Currently working in a customer-facing operational role while continuously upskilling in data analytics tools and certifications.

## SKILLS

**Data Analysis :**Data Cleaning, Data Validation, Exploratory Data Analysis (EDA), Basic Statistical Analysis, KPI Tracking, Reporting & Insights

**Tools & Technologies:** Advanced Excel (Pivot Tables, VLOOKUP/XLOOKUP, IF, SUMIFS), MS Excel, PowerPoint, Google Sheets, Basic SQL, Basic Python

**Business & Analytics:** Market Analysis, Sales & Customer Data Analysis, Process Improvement, Documentation, Requirement Gathering  
**Professional Skills:** Analytical Thinking, Problem Solving, Communication, Time Management, Attention to Detail, Team Collaboration

## Certification

I have completed professional certifications in business analysis, finance, and marketing, strengthening skills in data-driven decision-making, financial analysis, and strategic planning. These include Business Analysis and Marketing Strategy (LinkedIn Learning, 2025), Excel for Business and Financial Analysis (Coursera), Finance Fundamentals (Google), Financial Analysis Fundamentals (CFI), and Corporate Finance and International Marketing (Infosys). The courses provided knowledge in stakeholder requirements, customer segmentation, performance tracking, Excel dashboards, financial reporting, business performance evaluation, and global marketing strategies.

## WORK EXPERIENCE

**HR Recruiter (Domestic) | Hectadata LLC | Dec 2022 – Jan 2024**

I managed end-to-end recruitment activities, including sourcing, screening, and shortlisting candidate data in line with technical and business requirements. The role involved analysing resumes and candidate profiles, maintaining recruitment databases, preparing basic hiring reports for internal review, and coordinating interview scheduling. I also supported recruitment metrics tracking to ensure efficient and structured hiring processes.

**Sales Assistant | Apple green Fuel Station, Dublin | Feb 2025 – Present**

I handle POS transactions with accurate data entry and daily sales reconciliation while supporting sales tracking, stock monitoring, and promotional activities. The role requires delivering high-quality customer service while maintaining operational and safety standards. I also collaborate closely with team members to ensure smooth store operations and accurate reporting.

## PROJECT EXPERIENCE

**Marketing Analysis Project**

Academic Project

National College of Ireland Dublin

Oct 2024

Worked on a marketing analysis project focused on customer segmentation and promotional strategy evaluation for a retail based company. Conducted market research, analysed customer data, and assessed campaign performance using basic marketing metrics. Supported the development of recommendations to improve brand visibility, customer engagement, and sales performance.

**Business and Data Analysis Project**

Academic Project

Dr MGR Educational and Research Institute|2023

Completed a data analysis project involving data collection, data cleaning, and business data analysis to support decision making. Used Excel including formulas, Pivot Tables, and basic dashboards to track performance indicators, identify trends, and prepare summary reports related to business performance and operational efficiency.

## EDUCATION

Master of Science in International Business

National College of Ireland, Dublin |

2024 – 2025

Second Class Honours (2.1)

Bachelor's Degree

Dr. MGR Educational and Research Institute, Chennai | 2020 – 2023

First Class | GPA: 8.55

