



ADITI TOMAR

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OBJECTIVE

To obtain a Data Analyst position in a reputed organization, where I can utilize my educational background, analytical skills and technical expertise to contribute to the growth of the company. As a fresher with strong analytical and problem-solving skills, I am eager to learn and enhance my skill set while providing valuable insights to improve business operations. I am dedicated to delivering accurate and meaningful analysis to help drive data-driven decision-making processes.

EDUCATION

**B.Tech | Dehradun Institute of Technology
(Uttarakhand University)**

2011 - 2015

Computer Science

Worked on the basics of Computer Architecture, Data Structures & Algorithms and Operating Systems

12th | Maharishi Vidhya Mandir (Haridwar)

2010 - 2011

Physics, Chemistry, Mathematics, English and Computer Science

EXPERIENCE

Manager • Travel Management

March 2019 – June 2023

Forace Polymers Pvt Ltd

Job Profile : International/ Domestic travel coordination, Client interactions and Business Development programs, Exhibitions and documentation with other agencies

Sr. Executive • Travel Management

October 2017 – March 2019

Forace Polymers Pvt Ltd

Job Profile : Travel management including VISA and bookings

Executive • Administrator

October 2015 – October 2017

Forace Polymers Pvt Ltd

Job Profile : Business Development, Exhibitions and coordination

SKILLS

- Project management
 - Coordination
 - Communication
 - Data Analytics
 - Planning and Execution
 - Budget Planning
 - Leadership
 - HR Management
 - Travel Management
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CERTIFICATIONS

Google Data Analytics Professional By Coursera

Statistics/Data Analysis with SPSS: Descriptive Statistics By Udemey

Power BI workshop

Key Skills

Data Analytics Foundation | Data Driven Decisions | Data Preparation | Data Processing (Dirty to Clean) | Data Analysis using R Programming