



SUJATA KUMARI

Digital Marketing and Business Analyst

About Me

Dedicated and detail-oriented US IT Recruiter with 1+ years of experience. Currently Pursuing My Master Certificate course in Business Analyst and Digital Marketing from Guvi geek Network, IITM Research Park. I consider myself a responsible and orderly person. I am looking forward for my first work experience in BA and DM as a Fresher/ Intern.

My Contact

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- 📍 KPHB 7th Phase, Hyderabad
- 🌐 [linkedin](#)
- 🔗 [Github](#)

Language

- Hindi
- English
- bengali

Education Background

- Guvi Geek Network, IITM Research Park
Master's Certificate in Business Analyst and Digital Marketing
Completed in SEP 2023 [CLICK HERE](#)
- Institute of Hotel Management, Bhopal, M.P
Bachelor of Science Hospitality and Hotel Administration
Completed in April 2022

Soft Skill

- Curiosity
- Willingness to Listen and Learn
- Ability to Multitask
- Strong Work Ethic
- Creativity
- Data collection and visualization

Hard Skill

- MySQL
- Tableau
- Power BI
- Affiliate Marketing
- Social Media Marketing
- LinkedIn
- Video Editing
- Microsoft Office Suite
- Communication Skills

Certificates

- LINK: [CLICK HERE](#)
- 30-Days Excel Crash Course
- Social Media Marketing
- AI for India 2.0
- MySQL
- Basic Instagram Mastery
- Excel Mastery
- LinkedIn Mastery

Professional Experience

Uniworks Designs

Oct 2023 – Till now

Digital Marketing Intern

Key responsibilities:

- Content marketing/content creation for website, blogs, presentations, social media
- Manage social media content scheduling for consistent online visibility
- proficiently handling video editing tasks for creative content production

Tetriq Solutions

April 2023 – July 2023

Sr. Talent Acquisition

Key responsibilities:

- Sourcing H-1B, H-1B transfers& OPT-EAD, GREEN CARD, US CITIZEN consultants on time Job portal
- Maintain and develop pipeline of eligible candidates for future open positions
- Contacting Clients, Vendors & Recruiters on a regular basis.
- Experience in communicating with the employers and consultants/candidates over the phone and through Emails
- Must have extensive knowledge with Visa Filling and Contract Terms.

iTrending Solutions LLC

Jun 2022 – March 2023

Talent Acquisition

Key responsibilities:

- Postings for W-2 Hiring and IT Training
- Screening the resumes for suitable positions as per Client requirements
- Maintaining a separate database for prospective leads
- Making calls/following up with candidates.

Project Work

[CLICK HERE](#)

Walmart Superstore Sales Analysis

Objective: Develop a PowerBI dashboard to analyze a Walmart superstore dataset, focusing on monitoring key metrics (sales revenue, units sold, profit margins) over multiple years.

Impact:

- Empower data-driven decision-making.
- Improve predictive capabilities for future sales trends.
- Enhance overall business performance and strategy.

Declaration

I hereby declare that all the details provided above are true to the best of my knowledge.

