

# RISHI SINGH PARIHAR

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[Portfolio Website](#) / [GitHub Profile](#) / [LinkedIn Profile](#)

## Summary

Driven business professional with a bachelor's degree in business administration (Information Technology), seeking opportunities to leverage expertise in technology and business administration. Skilled in project management, business analysis, and strategic decision-making, with a strong commitment to continuous learning and professional growth.

## Education

### Lovely Professional University

Bachelors of Business Administration – (Information Technology)

Aug 2021 – July 2024

**CGPA: 6.94/10**

### Shri Ganesh Senior Secondary School

Higher Secondary Education – (CBSE)

May 2019 – July 2020

**Percentage: 61.26/100**

## Work Experience

### Vindhya Telelinks Limited

June 2023 – July 2023

#### Business Operations Intern

- Joined a team of 10 members where, we played a crucial role in supporting the HR and operations teams of an organization.
- Managed and updated employee records for 500 employees within HR systems and databases.
- Conducted bi-weekly audits to ensure data integrity and accuracy, maintaining a 99% accuracy rate.
- Assisted in creating and maintaining electronic employee records, handling over 100 records weekly.
- Supported team members in SAP, SQL, and Excel maintenance and data input.
- Contributed to projects aimed at optimizing HR, CRM, and operations procedures.

## Skills

**Technical Skills:** Python, SQL, Tableau, MS OFFICE SUITE (WORD, EXCEL, POWERPOINT)

**Business Skills:** Leadership, Communication, Analytical Thinking, Time Management, Negotiation, Operations Management

**Language Skills:** English (Fluent), Hindi (Native)

## Practice Projects

- [Tableau Visualization – Netflix Dashboard](#) May 2024
- [SQL Data Exploration - PizzaHut Sales](#) May 2024

## Courses

- LEADERSHIP SKILLS - COURSERA** December 2023
- WORK SMARTER WITH MICROSOFT EXCEL - COURSERA** January 2024
- SUCCESSFUL NEGOTIATION - COURSERA** March 2024

## Position of Responsibility

### Event Manager – SAPPHIRE LPU

November 2022 - February 2024

- Led a team of student leaders in organizing various events, including workshops, and community service initiatives.
- Developed event planning and project management skills, ensuring successful execution and participant satisfaction.