SUSHMA

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About me

To work will full strength in dynamic organization which provides new challenge that help to add value to the organizations and the individuals. Seeking a challenging career to value on time performance, where I can enhance my working skills, strength and experience which helps achieving target

Skills

- **Data Visualization:** Advance MS Excel, Dashboard Designing, & MIS Reporting
- **Graphic Designing Tools**: Corel draw (DTP), Adobe Photoshop, Canva Pro
- **MS Office & Accounting Software** : MS Word, MS PowerPoint (PPT) , Tally Prime with GST
- **Soft Skills:** Communication, Adaptability, Time Management & Quick Learning Ability.

Experience

Protsahan India Foundation   JUNE 2025 – DEC 2025
Trauma-Informed Livelihood Learning & Leadership Fellowship

- Strengthened leadership, teamwork, communication skill, digital & financial literacy, and career planning skills.
- Awarded Outstanding Performance Certificate & Medal for exceptional participation and professional growth.

4UEver Company   SEPT 2024 – JUNE 2025
Graphic Design & Data Entry

- Edited grocery product images and created social media post to maintain visual quality and brand consistency.
- Maintained and updated product data in MS Excel including pricing, categories, SKU details , and daily reports.

Graphics Firm (DTP)   DEC 2023 – JULY 2024
Graphic Design Intern

- Designed banners, posters, flyers, and social media creatives using CorelDRAW, Photoshop and Canva.
- Handled basic Excel tasks including data entry, formatting, sorting, filtering, and simple reports.

Projects

Online Store Sales Dashboard|Microsoft Excel|Project Link – GitHub

- Process : Cleaned and analysis sales data and built an interactive dashboard using Pivot Tables, Charts, and Slicers
- Results : Identified top products, peak sales trends, effective coupons, and key referral sources for better decisions

Sales Data-Analysis & Interactive Dashboard|Microsoft Excel|Project Link – GitHub

- Process : Developed an interactive Excel dashboard by analyzing 10,000 sales records using KPIs and Pivot Tables.
- Insights : Drive top categories, regions, and channels, online sales performance with higher COD return trends.

Educational Qualifications

Bachelor of commerce (b.com) | Pursuing   2023 - 2027
Delhi, India University of Delhi (Deen Dayal Upadhya Collage)

Advanced Diploma in Computer Application   JUNE 2023 – JULY 2024
The Global Institute of IT & Management (GIITM)

Achievements & Certifications

Graphic Designing Course   JULY 2024 – OCT 2024
STP Computer Education

Women in Data – Advance Excel for Data Analytics   JULY 2024
Learning Links Foundation | Supported by Dell Technologies

Women in Data – Python for Data Analytics
Learning Links Foundation | Supported by Dell Technologies   JULY 2024