

Trivedigunja@gmail.com

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Ahmedabad

Skills

- Data Analysis
- Business Development
- Process Improvement
- Verbal and Written Communication
- Operations Management
- Administrative Support
- Administrative Skills

Education And Training

PGDBA:

Human Resource

Symbiosis Institute Of Distance Learning

India

DELFB2,:

French

DELFB Alliance Francaise

Ahmedabad

Bachelor Of Commerce:

Gujarat University

Ahmedabad

Gunja Trivedi

Summary

An experienced professional proficient in the French language, with a diverse background in data analysis, teaching, and front desk management. Eager to listen, learn, and actively contribute to providing practical and actionable solutions for existing challenges. Skilled in data analysis and administrative tasks, capable of delivering reliable results.

Experience

Kinetiq Solutions - Junior Data Analyst

Ahmedabad

08/2021 - 01/2023

- Reviewed technology update proposals and status reports to address company challenges and issues.
- Maintained databases by creating new records or updating existing ones.
- While working as a data analyst I learnt to identify advertisements prepared to promote various types of services and industries and classify them accordingly to create a database.
- Transcribed data from source documents using standardized procedures and data recording devices.
- Collected and reported on customer demographics, preferences and buying habits to help marketing teams target strategies.
- Prioritized and investigated queries regarding data discrepancies to support documentation workflow.

Lycee Lalade - English Teacher

Bourg En Bresse Lyon, France

08/2020 - 04/2021

- For five months at an higher secondary institution , "Lycee Lalande". Thus it was a chance to immerse in French education system and get an exposure to French speaking mediums
- Made learning grammar fun by involving problem-solving and language play.
- Encouraged student critical thinking and discussion using variety of teaching techniques.
- Customized innovative methods and materials to produce effective learning experiences.

Alliance Francaise D - Front Desk Executive, Junior Data Analyst

Ahmedabad

04/2018 - 08/2020

- Managing daily cash register
- Course Counselling
- Maintaining Student Database

- Enrollment of Students
- Taking Registration for official Exams
- Serving as a link between students and Professors.
- Created and optimized employee schedules for shift coverage.
- Kept operations and conduct in compliance with testing policies and standards.