

HEMLATA KUMARI

Business Analyst

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EXPERIENCE

Export Marketing Executive

Intern at Unique Organics Ltd

Jan 2024 - Apr 2024

Jaipur

- Completed interning as an Export Marketing Executive at Unique Organics Limited in Jaipur. My specialization lies in identifying new export opportunities, conducting market analyses, negotiating with potential buyers, and generating comprehensive reports. Moreover, I actively support cross-functional teams, cultivate relationships with existing international clients, and coordinate with production teams to ensure seamless operations.

Customer Service Executive

Teleperformance

Feb 2021 - Nov 2022

Mohali

- A Customer Service Executive is responsible for delivering exceptional customer support by addressing inquiries, resolving issues, and ensuring customer satisfaction.

PROJECTS

KRISHI VIKAS AAGHAAZ 2023 Vrinda Store Analysis(Excel)

EDUCATION

Master of Business Administration - IB and HR

Vivekanand Global University

Aug 2022 - Ongoing

B.Com

MDSU AJMER

Sept 2016 - June 2021

10th and 12th

Higher secondary from Rajasthan Board

Sept 2013 - June 2016

MOST PROUD OF

E-Accounting with E-Taxation
Advanced Accountant Training

RS-CIT
Vardhman Mahaveer Open University

LANGUAGES

English

Hindi

TECHNICAL SKILLS

Analytical Skills

Basic Python SQL Data Analysis Excel
Statistical Modeling Data Visualization
Business Intelligence Tools Dashboarding
Requirement Gathering

Data Analysis and Software Skills

Data Analytics Tool Ms-Excel
Data Visualization Tool PowerBI

SOFT SKILLS

Communication Skills

Effective written and verbal comms.
Cross-cultural comms. skill
Presentation skill

Analytical Skills

Critical-thinking Problem-solving
Decision-making

Interpersonal Skills

Teamwork and collaboration Conflict resolution
Relationship building

Leadership Skills

Leadership experience, if applicable
Ability to lead cross-functional teams

Adaptability and Flexibility

Willingness to work in diverse environments
Ability to adapt to changing business and cultural contexts

Organizational Skills

Time management Project management
Attention to detail

HOBBIES

Music Dancing Travelling Scrolling Internet
Explore the World