

# HEMLATA KUMARI

## BUSINESS ANALYST

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📍 Jaipur, India

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## EXPERIENCE

### Export Marketing Executive

#### Intern at Unique Organics Ltd

📅 Jan 2024 - Feb 2024

📍 Jaipur

- I am currently 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

## 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

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

## 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