

CONTACT

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Faridabad , Haryana

EDUCATION

MASTER OF BUSINESS ADMINISTRATION, BUSINESS ANALYTICS AND FINANCE, 2024

- Galgotias University - Uttar Pradesh -Greater Noida

BACHELOR OF BUSINESS ADMINISTRATION, GENERAL, 2022

- DAV Centenary College (Maharishi Dayanand University) - Old Faridabad

INTERMEDIATE (12TH), COMMERCE, 2019

TARUN NIKETAN PUBLIC SCHOOL - FARIDABAD

MATRICULATION (10TH), 2017

TARUN NIKETAN PUBLIC SCHOOL - FARIDABAD

LANGUAGES

- English (Fluent)
- Hindi (Fluent)

NIKHIL KUMAR

MBA | GRADUATE

PROFILE

Motivated and detail-oriented professional seeking a role that utilizes my technical and professional expertise in supporting executives and contributing to the success of the Global Admin team. I am dedicated to maintaining confidentiality, delivering accurate outputs, and staying updated on changes to applications and company policies. I am ready to be a team player, continuously learn, and actively share my skills with others

WORK EXPERIENCE

INTERNSHIP AT HELEUM PVT LTD (HR)

- HRM INTERN, 07/2023 - 09/2023
- Heleum Private Ltd -Rajasthan , India

HARD SKILLS

Data Visualization Skills:

- Proficient in Tableau and Power BI
- Creating interactive dashboards, charts, and calculations
- Data blending, design best practices, robust models
- Combining, transforming, and cleaning data
- Proficient in Microsoft Office (Word, Advanced Excel, PowerPoint)
- SQL BASIC

PERSONAL COMPETENCIES

- Observation
- Decision Making
- Logical Thinking
- Problem Solving
- Quick learner

CERTIFICATIONS

- Successfully participated in National Financial Literacy Quiz (2024)
- BRONZE MEDAL IN BUSINESS STUDIES OLYMPIAD Language (2019)

PROJECTS

- Created interactive dashboard to identify and analyse the key factor of attribution of HR data
- Used complex parameters to drill down in worksheet and customization using filters and slicers
- Used different types of customized visualization (bar chart, pie chart, donut chart, clustered bar chart, scatter chart, line chart, area chart, map, slicers, etc)