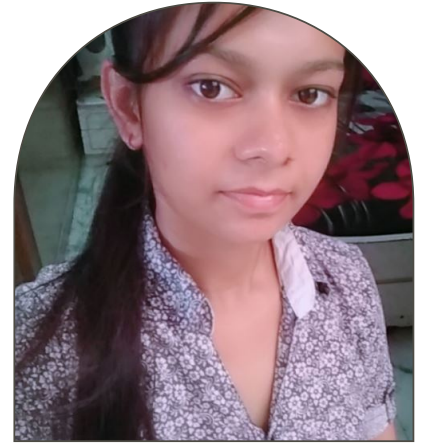


# Prerna Goel

## Data Analyst And Business Analyst

### **Contact Details :**

- 8950514196
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- <http://www.linkedin.com/in/prerna-goel-70b366194>



### Profile :

Seeking a beginner role i need a platform to explore my skills. I am creative and collaborative and I have a clear, logical mind with a practical approach to problem solving and drive to see things through to completion. I enjoy overcoming challenges and I have a genuine interest in Business Management (HR) and making organizations successful.

### Educational Background

- **Punjabi University, Patiala**  
Master's Degree in Human Resource Management  
2020  
**CGPA : 7.2**
- **Kurukshetra University**  
Bachelor's Degree in Commerce  
2017  
**Percentage : 69%**

### Work Experience

- **Company** - HDFC Bank Ltd
- **Designation** - Intern
- **Dates** - June - 2019 to August - 2019
- **Detail** - In summer internship, I had done one project on "DIGITAL MARKETING" in Hdfc Bank during internship. In this internship I had promote digital account. through this digital mode all people can handle account in digital mode like Hdfc app, Netbanking login with the help of email & mobile etc.
- **Company:** Kashout Digital India pvt ltd
- **Designation:** Human Resource Executive
- **Date:** October-2021 to January-2022
- **Details:** That company is the marketing partner of amazon and handling some of the project of amazon like amazon local shop, amazon pay and some more project. Maintaining employee's personal files and records. Designed Policies and Various HR Forms and Induction Program. Tracking attendance, maintaining leave records, PF records, issue letters, etc. Preparation of full and final settlement. Generation of Experience Letters, Relieving Letters.

## Project

### **Project Title : Digital Marketing**

- Date : June - 2019 to August - 2019
- Details : In the project i had promote and sold bank product through digital and increase digital awareness in people life and make life sorted through digital mode like use bank app and using Netbanking. These digital mode help in knowing bank account offer and also done debit and credit money with the help of digital modes.

### **Project Title: Hiring Candidate For Marketing**

- Date: October-2021 to January-2022
- Details: In this project I have to take interview and shortlisted the candidate and telling them about this type of project that how they perform in that job. then I also take final interview call and selected the candidate for this project. on this project I have to work like in pan India.

## Languages

- Languages : English and Punjabi  
Proficiency : Intermediate in speaking, reading and writing
- Language : Hindi  
Proficiency : Fluent in reading, writing and speaking

## Skills and Proficiencies

- Strong motivational and leadership skills. Exceptional presentation and interpersonal skills. Unmatchable communication skills in writing and verbal both. Ability to work in a team as well as individual.
- Problem-solving
- Adaptability
- Time management
- Organization
- Oral communication
- Collaboration
- Written communication

## Certificates

- **Computer Certificate**
- **Digital Marketing**  
*North Storm Academy*
- **Fashion Certificate**  
*Future Trend for Fashion*

## Technical Skill

- **BUSINESS ANALYSIS AND DATA ANALYSIS**
  - **Data Management:** Data Analysis, Data Visualization, Business Analysis.
  - **Computer Science:** SharePoint and advanced Microsoft Excel functions, Tableau, Power BI and Qlik, Business intelligence (BI), Programming languages, Mongo dB and SAAS.