

## SONIYA GUPTA

Mob - +91-8109894068

Email - gsoniya492@gmail.com

### SUMMARY

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A data enthusiast ready to learn data analysis tools & techniques to contribute towards the data emerging field. Have recently completed Google Analytics Certification Program to acquire sufficient knowledge required to dive off in the field of Data Analysis such as SQL, Tableau & Excel. Keen to use my 100% potential and efficiency for betterment of the organization.

### ACADEMIC QUALIFICATION

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Qualification	University	Passing Year	CGPA/Percentage
PGDCA	Jiwaji University	2011	63%
MBA-Finance & HR	Punjab Technical University (PTU)	2010	64%
B.SC-Bio	Jiwaji University	2008	67%
Class XII	Govt.Girls Higher Secondary School	2005	82%
Class X	Govt.Girls Higher Secondary School	2003	77%

### SKILLS

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- Data Management – SQL
- Data Visualisation – Tableau, Ms PowerPoint
- Data Cleaning & Manipulation
- Ms Excel
- Team Leader & Conflict Resolution

### CERTIFICATIONS

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- ‘Google Data Analytics Professional Certificate’ by Coursera  
Have completed Google Data Analytics Certification Program. The course has covered the entire data analytics journey from database management through SQL, Excel and ran through data cleaning, manipulation and culminated with data visualization using Tableau.
- National Certificate in Modular Employable Skills

### PROFESSIONAL EXPERIENCE

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- CMC Institute - Executive Coordinate, Indore (M.P.) (April'17 – Oct'18)  
Worked as coordinator and managed the student database. Along with that the job responsibilities includes batches Schedule Management, Resolving faculties issues, handling student query & follow up of Batch Duration. During the job journey, mainly worked on Excel to handle all database.
- Cambridge Convent School – Principal, Sheopur (M.P) (July'15 – April'16)  
During the job journey, executed all the responsibilities of a principal. Main tasks includes effective management of teachers & other staff members, dealt with parents query & also resolved them at the earliest. Also organised various student activities and annual events during my tenure.
- R.G.M - Assistant Professor ,Baroda (M.P) (Dec'10 – April'12)  
In between my gap years(2012-2015), I tutored students at home.

## **ACHIEVEMENT**

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- Got appreciation from CMC for completing the task on time and always ready to take the responsibility to tackle upcoming challenges.
- Got appreciated from manager for being a good team player.

## **PERSONAL INFORMATION**

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- Husband's Name : Mr. Gaurav Gupta
- Date of Birth : 25 July 1986
- Marital Status : Married
- Languages : English ,Hindi
- Nationality : Indian
- Hobby : Learning.

I HEREBY DECLARE THAT THE INFORMATION GIVEN ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE & BELIEF.

**Date**

**Soniya Gupta**