



# ALKA B

## PERSONAL DETAILS

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Bur Dubai

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Nationality: Indian

DOB : 26/08/1999

## EDUCATION

2020 - 2022

ST AGNES COLLEGE

KARNATAKA, INDIA

- MA in English
- CGPA: 6.79

2017- 2020

ST AGNES COLLEGE

KARNATAKA , INDIA

- Bachelor of Arts
- CGPA: 5.46

2015 - 2017

CHINMAYA VIDYALAYA

KERALA, INDIA

- 12th Standard from CBSE Board
- CGPA: 5

2014- 2015

CHINMAYA VIDYALAYA

KERALA, INDIA

- 10th Standard from CBSE Board
- CGPA: 6.8

## SUMMARY

Enthusiastic and flexible professional eager to contribute in a dynamic work environment. Possessing a strong foundation in effective communication and advanced Excel, I am seeking opportunities to apply my problem-solving, analytical, critical thinking, and teamwork skills to drive positive outcomes. Proactive and quick to learn, I bring a commitment to excellence, a collaborative mindset, and a passion for growth. Open to diverse roles and eager to contribute effectively to a team's success.

## WORK EXPERIENCE

### OneCity Technologies Pvt. Ltd.

Mothisham Emporium Building, Mangalore, Karnataka, India

A Leading Digital Marketing firm in Mangalore having client bases in different areas of market - Industrial, healthcare units, etc.

CONTENT WRITER

01/2023 - 07/2023

- Prepare articles, website content, reports, and presentations using Microsoft Excel, Word, and PowerPoint.
- Create charts and graphs to provide clients with accurate data and graphics.
- Produce project lists in Excel to regularly monitor updates, milestones, and work progress.
- Compiled and generated spreadsheets containing client information: sorted, filtered, and arranged data.
- Identify inaccuracies by comparing documents with the data source and re-entering the data in verified format.
- Imported data from text files.
- Attended project meetings.
- Edited and proofread documents using Microsoft Word.

### Internship

#### Naxeva Technology

A company deals in Digital transformation, consulting, and software development in Bangalore, India

CONTENT DEVELOPER

3/3/2022 to 3/4/2022

- Developed objective-type verbal ability questions using Microsoft Excel, as a working module within reusable environments
- Prepare and edit articles using Microsoft Word.
- Create daily reports in Excel to analyze projects.

## SKILLS

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- Proficient in Advanced Excel Functions VLOOKUP, HLOOKUP, INDEX/MATCH, SUMIFS, COUNTIFS, etc.
- Detailed understanding of Data Visualization and Data Analysis Techniques.
- Expertise in Data Validation, Data Sorting, Data Filtering, Text-to-Columns, and Data Cleaning methods.
- Experience in using advanced Excel formulas and functions to analyze and manipulate data for various purposes.
- Ability to use spreadsheets expertly, build graphs and tables, and perform calculations and automation to process large amounts of data.
- Adept at utilizing pivot tables to turn complicated datasets into simple and understandable reports.
- Experience in drafting letters, reports, and memos.
- Proficiency in designing content for presentations and slides using PowerPoint tools.
- Proficiency in multitasking, strong interpersonal skills, and exceptional organizational abilities.
- Good communication skills encompassing verbal clarity, active listening, and adeptness in conveying complex ideas easily.
- Maintain a professional demeanor, confidentiality, and a positive attitude, even in challenging situations.

## COURSES & CERTIFICATES

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- Achieved certificate in Advanced Excel with an A+ grade from Winstud Academy which included learning advanced Excel functions, formulas, and features.
- Completed Advanced Microsoft Excel course from Sree sankaracharya Computer Centre.
- Completed online course on Business Analytics with Excel: Elementary to Advanced offered by Johns Hopkins University through the Online learning platform Coursera.
- Completed English for Career Development course authorized by University of Pennsylvania offered through Coursera.

## ACCOMPLISHMENTS

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- Organized and volunteered for a social cause “Locks of Love” which helped use hair donations to make wigs for children with hair loss.
- Participated in the Inter-Collegiate Youth Parliament Competition.
- Attended the 50th International Film Festival of India.
- Organized National-level short film fest.
- Volunteered as a fundraiser for relief efforts of the underprivileged impacted by the COVID-19 pandemic under the non-profit organization Tare Zameen Foundation.

## LANGUAGES

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- English
- Hindi
- Malayalam
- Kannada
- Tamil

## REFERENCE

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Will be provided upon request.