



# BRENDA PAUL

**Contact:**

**Address:**  
AL Karama, Dubai, UAE

**Phone:**  
+971566144572

**Email:**  
brendapaul198@gmail.com

**Personal Details:**

**Date of Birth:** 23rd Feb, 1998

**Marital Status:** Unmarried

**Passport:** V3041579  
**Visa Status. :** Visit Visa

**Qualification:**

**SSC** - St. Francis Xavier  
English Medium Convent High  
School 2013-2014  
**Maharashtra State Board**  
83%

**HSC** - St Andrews College  
Bandra West  
2015-2016  
**University of Mumbai**  
76%

**BCOM** - St Andrews College  
Bandra West 2017-2019  
**University of Mumbai**  
Grade- ‘A’

**Languages Known:**

• English • Hindi • Marathi •  
Konkani

**Hobbies:**

• Travelling • Reading •  
Sports • Participating in  
Event

**Objective**

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the organization.

**Hard Skill**

- Enthusiastic and Confident
- Complex problem solver
- Energetic and resourceful
- the ability to accept criticism and work well under pressure
- Excellent verbal and written communication skills
- Organizational skills
- Service-focused
- patience and the ability to remain calm in stressful situations

**Software Skill**

- MS Office -Outlook
- Advanced Excel
- Power BI
- Tableau
- SQL

**Experience**

**Name of the Organisation: - National Stock Exchange - NSE**  
**Duration: - February 2020 – April 2023**

**Data Analyst**

- Preparing letters/Emails from data send by CBI, Income Tax department, Police department, etc.
- Sorting out given data.
- Monitoring data and registering letters.
- Solving fraud queries.
- Overall managed day to day activities assigned by the seniors.

**Specialisation:**

**Certified Data Analyst:**

- Advanced Excel
- Power BI
- Tableau
- SQL

**Additional Qualification**

- Microsoft Office – Outlook
- Excel
- Word and PowerPoint
- MSCIT
- Internet Surfing and Tally package tools: Payroll, Inventory, GST and Vouchers

**Place: Dubai**

**Date: \_\_\_\_\_ Signature**