

Swayam Shanker

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To pursue a challenging career and be part of progressive Organization that gives a scope to enhance my knowledge and utilizing my skills towards the growth of the organization with utmost sincerity and dedicated hard work.

Work Experience

- **CodeAsylums Network (4th July 2020- Present)**
Business Operation Associate
 - Performing different administrative duties including scheduling Classes, allocating mentors to suitable batches
 - Managing and monitoring the sales data and the daily revenue of the sales team with daily reports
 - Created an automated attendance report dashboard in Excel to increase the efficiency of Ops team
- **Big Basket (Jan 2020 – March 2020)**
Promoter
 - Promoting bb-daily in public events and helping the sales team to increase the no. of converts

Education

- Economics(Hons)(2017-2020)
Savitribai Phule Pune University
Christ College Pune
- Senior Secondary(2015-2017)AISSCE
CBSE(75%)
Sri Chaitanya Vidyaniketan
- Secondary School(10th)AISSCE
CBSE (CGPA – 10)
DAV Public School

Technical Skills

- Microsoft Excel
- Google Sheet
- Microsoft Word
- SQL
- Google Analytics

Co-curriculum

- Ojass ,Campus Ambassador 2019,
- Logistics Team Head, Impulse 2019(Inter College Fest)
- Member of Cultural Society , Christ College Pune

Hobbies

- Playing E-games
- Reading Cricket blogs

Training/Internship/Professional Course

Organizations

- BCG
- Udemy
- Coursera
- Coursera
- Coursera
- Coursera
- CodeAsylums

Project Description

Strategy Consulting virtual experience program
Microsoft Excel Beginner to Advanced
Introduction to Data Analysis Using Excel by Rice University
Getting Started in Google Analytics
Getting Started with Power Bi
Create Charts and Dashboard using Google Sheets
SQL Essential training