

Curriculum Vitae

Name – Shivangi Sharma

Contact Number – 7303362710

Email Address – sharma.shivangi2411@gmail.com



Career Objective

Intend to be a part of an organization where I can constantly learn and develop my skill set and make best use of it for the growth of the organization.

Certifications

*I have a total of 200+ certifications from TCS, Google, Microsoft, IBM and Government authorities including The COSHH Risk Assessor Certification for **The International Association for Chemical Safety**.*

Business Analytics:

Power BI - 2022
Microsoft Power BI Certification: DA-100, PL-300 - 2023

Google:

Google Digital Garage- 2020
Google – Data Science- 2023
Google Analytics- 2023
Google – Introduction to Data Studio- 2023
Google – AI-Powered Performance Ads Certification- 2023
Google – The Fundamentals of Digital Marketing- 2020

TCS:

Master Data Management for Beginners- 2020
Basics of Operational Procurement in Supply Chain Management- 2020
Understanding Vendor Management in Supply Chain Management- 2020
Understanding Collateral Management- 2020
Risk Management – 2020
Fundamentals of Contract Management - 2020

Work Experience

Wipro:

1. Business Analyst

Tools Used: Power BI
Experience: November 2022 – August 2023
Responsibilities:

- Business Operation Analysis using Power BI reporting and dashboarding.
- Visual Representation of Budget Utilisation throughout the financial year.
- Creating reports and dashboards to effectively convey a data story through visualizations.
- To assess the performance of the organization and the team to ensure and monitor the process and system for continuous improvement.
- To prepare a statistical report to oversee the implementation of new systems or processes to enhance the performance.
- To explore different solutions, their risks, benefits and impacts.
- To create documents to outline the proposed changes and the steps involved.
- Provide detailed documentation on the implementation of each report.

2. Customer Service Representative

Clients: The Cigna Group, DirecTV
Domains: Payroll (HRFS), Leave of Absence, Health & Welfare, Employee Relations
Experience: August 2022 to November 2022
Employee Base: USA, Europe, Canada, Japan
Responsibilities:

- To handle the payroll and tax deductions of the Manager, HR, and Employees.
- To process the pay during their leave of absence and in case of missing time entries.
- Enrolment for the benefits and handling the employee grievances for any disciplinary actions.
- Accomplishment of Managerial and HR tasks.

CJS EdTech (OPC) Private Limited:

1. LMS Specialist – Promoted

Experience: April 2020 – June 2021
Responsibilities:

- Managing and Customizing the LMS Platform.
- Creation and Uploading of course content.
- Creating and Delivering Training Programs.
- Tracking the progress and performance level of learners.
- Providing users with technical assistance and training.

2. Content Developer for LMS

Experience: January 2020 – April 2020
Responsibilities:

- Creation of course content, training and assessments.
- Creation and uploading of video lectures, audio books, study materials, assessments and summarized guides and chapter-wise knowledge checks and quizzes.
- Monitoring the performance of learners and providing personalized live training sessions and real time stimulator mock assessments for practice.

Position of Responsibilities

Wipro:

- Appointed as a Human Resource Finance Specialist Analyst (HRFS Analyst) from September 2022 – November 2022.
- Worked as a Domain Team Leader from October 2022 – November 2022.
- Appointed as a Human Resource Finance Specialist (Subject Matter Expert) for September 2022 – October 2022.
- Worked as an On-Floor Supervisor for September 2022.

Institute of Technology and Science:

- Appointed as the Head Girl from 2021 - 2022.
- Appointed as a Class Representative for the year 2021-2022.
- Performed as an Event Organizer and Coordinator for the year 2021-2022.
- Acted as a Campus Ambassador (Representative) of the Institute from 2019 – 2022.
- Worked as an Event Organizer for Women's Week from 2019-2020.

DAV:

- Selected as the Captain of the Basketball Team at D.A.V. Public School from 2015-2019.
- Selected as the Class Monitor at 2012-2017.
- Selected as the Representative of the Institute for the International Science Day at the National Science Centre, Delhi.
- Selected as a participant for the Inter-School Science Competition at Krishna Engineering College, Ghaziabad (Secured 3rd position).

Seminars and Presentations Attended

*I have attended 50+ seminars including **Data Science, Data Analysis, Cloud Computing, Internet of Things (IOT), Artificial Intelligence - At a Global Level.***

- Attended the One Day National Online Summit on **Winning in the Digital Age** at Institute of Technology and Science on May 1, 2021.
- Attended the One Day International Summit on **Cyber Security** in March, 2021.
- Attended the International Summit by **Vincenzo Piuri** on **Biometrics Technology** in October, 2020.
- Participated in a workshop on **Enhancing skills in MS-Excel** at Institute of Technology and Science from May 8, 2020 – May 9, 2020.
- Attended the workshop on **Sales Superstar** at Institute of Technology and Science on October 22, 2019.
- Participated in the workshop on **Fundamentals of Accounting and Balance Sheet Analysis** at Institute of Technology and Science in January 2022.
- Attended the International Summit at **Assocham Digital Conclave on Indian Economy** in January 2020.
- Participated in the workshop on **ATAL Labs - A Step for Development** in November 2018.

Key Skills Proficiency

- Good communication skills.
- Excellent command on computer applications like MS Office, Microsoft Applications (basic and advanced) including Microsoft Power BI Desktop, Microsoft PowerPoint, Microsoft Excel, Microsoft Word, Microsoft Outlook alongside Python, HTML Programming Language, Data Visualization and Notepad++ with hands-on experience.
- Can work effectively in a team, as well as individually.
- Have good interpersonal skills as well as leadership qualities.

Summer Internships and Projects

I have done *14 Internships and 12 Live Projects for 10 National and 6 International Companies* and have worked for a Project named ***HunarHaat*** initiated by the ***Ministry of Minority Affairs, Government of India***.

Company Name: CJS EdTech (OPC) Private Limited (India)

Title: LMS Developer, Data Analyst, Search Engine Optimizer Team Lead, Research and Development Intern, Web Content Designer and Content Manager.

Company Name: International Elite Model United Nations (IEMUN) (United Nations)

Title: Campus Ambassador

Company Name: GrainPro Limited (United States of America)

Title: Content Creator

Company: Moodle (West Perth, Australia)

Title: Educational Counsellor and Researcher & Developer, Portfolio Manager

Company: Play and Shine Foundation (India)

Title: Content Writer

Company: Mindler Private Limited (Asia-Pacific; APAC)

Title: Web Uploader and Content Manager (Team Leader), Portfolio Manager

Company: Extramarks Education India Private Limited (India)

Title: Business Development Trainee

Company: Internshaala (India)

Title: Campus Ambassador

Company: Leadershaala (India)

Title: Campus Ambassador

Company: News47 (India)

Title: Human Resource Assistant

Company: ITS College of Professional Studies (India)

Title: LMS Specialist and Web Developer

Company: Local Weaves (India, initiative by *HunarHaat*)

Title: Business Development Executive

Company: Oyesters Training (India)

Title: Digital Marketing Executive

Company: Planet Study (India)

Title: Team Leader for Content Strategist

Academic Qualifications

Qualification	Year of Passing	Institute	Board/University	Percentage
BBA with specialisation in Business Analytics with Power BI	2022	Institute of Technology and Science, Ghaziabad	CCS University, Meerut	82.42
Senior Secondary	2019	D.A.V. Public School, Rajendra Nagar, Sahibabad, Ghaziabad	CBSE	82 (Science - Non-Medical)
Higher Secondary	2017	D.A.V. Public School, Rajendra Nagar, Sahibabad, Ghaziabad	CBSE	94

Key Achievements

- Delivered a session on Preparation for University Examinations for BBA/BCA Batch 2020-2023 at ITS Mohan Nagar, Ghaziabad on 17 September 2021.
- Received the prize hamper from SEBI, MCX and BSE at IITF 2021 (Bharat ka Share Bazaar).
- Received a Silver Medal for Biz Fiesta Event 2019-20 at I.T.S. Mohan Nagar, Ghaziabad
- Received 300+ certificates for online courses, quizzes, competitions and workshops, etc. in 2019-21.
- Received a Silver Medal (2nd position) in International English Olympiad and a Silver Medal for Intra-School Handball Competition at D.A.V. Public School, Rajendra Nagar, Sahibabad, Ghaziabad.
- Secured 3rd position in Science Exhibition at Krishna Engineering College and received a cash prize for the same in 2019 followed by securing 2nd position in National Science Day Exhibition at National Science Centre.

Extra Curricular Activities

- Participated in Annual Day at D.A.V. Public School, Rajendra Nagar, Ghaziabad in 2011-12.
- Participated in Mathematics Quiz at Institute of Technology and Science, Mohan Nagar Ghaziabad in 2019-2020 (6th position).

Personal Dossier

Name: Shivangi Sharma
Cell Phone Number: 7303362710
Email Address: sharma.shivangi2411@gmail.com
Address: A-78, Flat No. 106, Pooja Apartment, Lajpat Nagar, Sahibabad, Ghaziabad, 201005
Date of Birth: November 24, 2001
Hobbies: Writing creative content and Reading Novels
Languages Known: English and Hindi

Declaration

I hereby declare that the above information is correct to the best of my knowledge and belief.

Date :

Place :

(Shivangi Sharma)