


GATIN JUNEJA

Career Objective

To work in an institution that provides an opportunity for learning, to capitalize on my strengths and apply my knowledge to excel in the in data analysis and management, mutually benefitting in terms of value addition and growth.

Contact Details

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 | [Profile Link](#)

 | East of Kailash

Education

- **BBA**
Amity University Noida (2020-2023)
- **Class XII (HSC, Commerce)**

Completed from The Banyan Tree School with 74.83%
- **Class X (CBSE)**
Completed from The Banyan Tree School with 6.3 CGPA

Courses

- **Business Analytics with Excel: Elementary to Advanced (Coursera)**
- **Introduction to Data Analysis using Microsoft Excel (Coursera)**
- **Statistics and Data Analysis with Excel, Part 1 (Coursera)**

Personal Details

Date of Birth: 26th August 1999

Gender: Male

Language Proficiency

English – Highly Proficient

Hindi - Business Level Proficient

Experience

- **National Centre for Promotion of Employment for Disabled People (NCPEDP)** Jul 2024 - Present

Research, Data Management & Analysis, Marketing Intern
- **Konexions,** Jul 2022 - Oct 2023
Content Developer Intern
- **National Institute of Information Technology (NIIT)** Dec 2022 - Jan 2023
Operations Intern
- **Apollo Hospital** Aug 2022 - Sep 2022
Operations Intern
- **Konexions** Jan 2021 - Mar 2021
Operations Intern

Skills

- Microsoft Excel (Advanced)
- Microsoft Power Query
- Pivot Tables
- Data Analysis
- Data Cleaning
- Reporting & Analysis
- Data Visualization
- Policy Research
- Microsoft PowerPoint
- Presentation Skills
- Proposal Writing
- Canva
- Content Development
- Event Coordination

National Centre for Promotion of Employment for Disabled People (NCPEDP)

Research, Data Management & Analysis, Marketing Intern
July 2024 – Current

Research Intern

Nov 2024 – Present

- Researched the Rights of Persons with Disabilities Act (RPWD) and United Nations Convention on the Rights of Persons with Disabilities (UNCRPD), conducting a sensitisation session for 8 professionals on key principles.
- Analyzed 300 responses from Google Forms for Project Ayushman Bharat using pivot tables and advanced Excel functions to identify trends and provide preliminary analysis.

Administrative Assistant Intern

Sep 2024 – Nov 2024

- Prepared a comparison report of the top 3 hotels for a conference of 50 participants for the National Disability Network meeting, ensuring accessible infrastructure and seamless coordination.
- Automated attendance tracking processes by consolidating 365 daily sheets into a single dataset using advanced Excel functions and Power Query for increased efficiency.

Communications Intern

Jul 2024 – Sep 2024

- Developed transformation reports for 24 fellows in a fellowship program, incorporating hyperlinks to ensure accessibility for visually impaired users.
- Organised the Universal Design Awards event, creating templates, compiling awardee details, mail-merging 400 invitees, and maintaining an Excel sheet to track invitee status.

KoneXions International Pvt Ltd

Content Developer Intern | On-site | New Delhi, Delhi, India
July 2023 – October 2023 | 4 months

- Managed, edited, and created content for the websites of four emerging startups.
- Edited, proofread, and revised written materials to maintain accuracy, clarity, and consistency.
- Designed and developed logos for each startup, encapsulating their unique brand identities.

NIIT Limited (National Institute of Information Technology)

Operations Intern | Remote | Gurugram, Haryana, India

Dec 2022 – Jan 2023 | 1 month

- Processed raw data into comprehensive reports, providing actionable insights for management.
- Conducted data analysis using Excel to identify patterns and optimize team performance.
- Managed Zoom calls for team meetings, ensuring seamless communication and troubleshooting technical issues.
- Coordinated team calls and virtual conferences, handling invitations, scheduling, and meeting recordings.

Apollo Hospitals

Operations Intern | On-site | Noida, Uttar Pradesh, India

Aug 2022 – Sep 2022 | 2 months

- Supported the maintenance and organization of patient records, including filing and data entry.
- Organized meetings and appointments for HR team members to ensure smooth scheduling.
- Responded to emails promptly, maintaining effective communication within the organization.

KoneXions International Pvt Ltd

Operations Intern | On-site | New Delhi, Delhi, India

Jan 2021 – Mar 2021 | 3 months

- Assisted in managing a team of sales representatives, providing guidance and support to achieve sales targets.
- Developed and implemented KPIs to track team performance.
- Utilized Excel MIS to analyze sales data, identifying trends and patterns for improvement.
- Presented daily, weekly, and monthly reports summarizing team performance.