

## Kanak Kumari

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Passionate entry-level professional looking for a position where I can utilise my analytical and problem-solving skills to analyse business needs and translate them into executable strategies for your firm.

### PROFILE SUMMARY

- **Worked as a Business Analyst Intern** in an IT business environment, including experience of understanding the vision of applications and their functionalities and solved data challenges, communicates with the technical teams in order to improve the system's efficiency.
- **Assistant Manager in Zivame** with an experience in varied business process including onboarding, training, development, performance management, and succession planning of direct reports.
- Participated in different business operations and assisted in planning and analysing of different business situations in order to achieve the predetermined goal of an organisation.
- Skilled in collection of data related to business process, analysis and compilation of collected data.
- Successfully completed various Academic Projects title as a part of Business Intelligence as an STPR and Minor report in my Master of Business Administration (MBA).
- Excellent communicator, strong analytical, problem solving and coordination skills.

### KEY SKILLS

- Presentation skill
- Analytical skill
- Time Management
- Excellent Documentation skill
- Negotiation skill
- Problem-Solving skill
- Team handling/ Teamwork

### WORK EXPERIENCE

**Feb'2023 – May'2023: Zivame, Hyderabad, as Assistant Manager**

#### Role:

- Leads financial growth.
- Responsible for overall operations and profitability.
- Analysing customer feedback and implementing strategies to improve customer experience.
- Observing each employee's strengths and initiating a mentoring program to improve areas of weakness.
- Responsible for onboarding, training, development, performance management, terminations and succession planning of direct reports.
- System-related works such as Closing, Opening, Inward and Outward.

### INTERNSHIP

**Organization** : Indev Consultancy Private Limited, Govindpuri, Delhi  
**Title** : Business Analyst Intern, Data Manual Testing and Scholarship Report regarding Development Studies.  
**Duration** : 2 Months  
**Role** :

- Liaise between various business departments and groups.
- Maintained documentation regarding projects, processes, and operations.
- Collaborated with project managers and cross-functional teams.
- Learnt about the process of data collection, recording and cleaning.

- Worked on the correct format of business proposal.
- Communicated with clients.
- Prepared various reports in MS Excel and MS Word
- Prepared Bug reports.

## INDUSTRIAL VISITS

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- Mother Dairy, Delhi in May'22
- Starlet Lighting, Delhi in July'22
- Coca-Cola, Delhi in Nov'22

## ACADEMIC PROJECTS

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- Impact of COVID-19 on the Mental Health of students & Educational System
- Data Manual Testing
- Analysis of an Indian rising brand with reference to Zivame
- Creating a Healthy Business Environment: Data Sharing Issues

## CERTIFICATIONS & TRAINING ATTENDED

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- The Complete SQL Bootcamp
- Barclays Lifeskills Programme

## TECHNICAL PROFICIENCY

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- MS Office
- SQL
- Basic knowledge of Jira

## ACADEMIC CREDENTIALS

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- **MBA. Business Intelligence and Finance** |Noida Institute of Engineering and Technology, Greater Noida, Uttar Pradesh |AKTU University | 2021-2023
- **B.COM, Accounts Honors** |Magadh Mahila College, Patna| Patna University with 68.87% |2018-2021
- **10+2** |May Flower School, Digha, Patna, Bihar| CBSE Board with 76.6% |2018
- **10th** |May Flower School, Digha, Patna, Bihar | CBSE Board with 8.2 CGPA|2016

## PERSONAL DETAILS

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Date of Birth : 24-04-1999  
Languages Known : English and Hindi

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**REFERENCES** Available upon request