

POOJA DEVI

DOB: 14/12/2004 | E-mail: poojabaghel6724@gmail.com | Phone: +91 8750335455
Address: House no.4 Rajiv Colony, Ballabgarh, Faridabad, Haryana – 121004

EDUCATIONAL QUALIFICATIONS

Course/Examination	Institution/University	Year of Passing	Performance
Bachelor of Commerce (Hons.)	Indraprastha College for Women (University of Delhi)	2025	CGPA- 6.53
CBSE(Commerce)	Rawal Convent School (Faridabad)	2022	89.4%
CBSE	Rawal Convent School (Faridabad)	2020	84.6 %

INTERNSHIPS, LIVE PROJECTS (AND STARTUPS)

- **Atman: Mind, Body and Soul Club (Position- Research Intern)** [July,2024- Sep,2024]
 - Research on spiritual and mythological aspects of Indian culture
- **GirlUp EdNova (Position- Technical Head)** [Oct,2023 – Aug,2024]
 - Content preparation and managing social media handles
- **Entirety Foundation (Position- HR Intern)** [April,2024 – June 2024]
 - Posting job vacancies, shortlisting resumes, conducting interviews and handling proper documentation works

PROJECTS UNDERTAKEN

I gathered and cleared data before creating a detailed Excel dashboard for Vrinda Store, facilitating better visualization and analysis. This involved:

- Data Collection
- Data Cleaning
- Analysis
- Dashboard Creation

Furthermore, I developed a separate dashboard using Power BI for Sample Superstore, aiming to elevate data visualization capabilities. This Power BI dashboard provides a user-friendly interface and advance visualization tools, enabling stakeholders to gain deeper insights into the data.

CERTIFICATIONS AND TRAINING

- **Excel, Dell Technologies**
The Training or the course consisted of understanding Excel (including short cut keys, vlookup, xlookup, hlookup, creating Dashboards, etc).
- **Power BI, Dell Technologies**
Acquired proficiency in data visualization and dashboard creation, encompassing the development of charts using Power BI visuals (e.g., bar charts, scatter plots, tree maps) and the design of interactive and dynamic dashboards.

POSITIONS OF RESPONSIBILITY

Gandhi Study Circle (IPCW): Discipline and Attendance Vertical
Society for Green Actions (IPCW): Active member
Women Development and Gender Sensitisation Cell (IPCW): Organising events and workshops

SKILLS

Technical Skills: Microsoft Office (Word, Excel and PowerPoint) , Canva, Power Bi
Soft Skills: Analytical skills (data cleaning, interpretation and visualization), communication skills, team-work, adaptability, time management and leadership skills