

TANUJ SHARMA

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 Haryana, India

 tanujsharma84471@gmail.com

ABOUT ME

Detail-oriented and analytical recent B.Com (Honrs) graduate with a solid foundation in statistics, data analysis, and data visualization. Proficient in Excel, SQL, and Python. Eager to apply technical skills and problem-solving abilities to support data-driven decision-making in a dynamic organization.

EDUCATION

- Bachelor of Commerce (Honours)**

Guru Gobind Singh Indraprastha University, New Delhi

Year: 2025 | CGPA: 7.15

- Senior Secondary (Class XII - Commerce with Mathematics)**

St. Joseph's Convent School, CBSE Board, Faridabad

Year: 2022 | Percentage: 73%

- Secondary (Class X)**

St. Joseph's Convent School, CBSE Board, Faridabad

Year: 2020 | Percentage: 69%

EXPERIENCE

STUDDS ACCESSORIES LIMITED (INTERNSHIP)

JULY 2024- AUGUST 2024

- Collaborated with the finance team to improve accuracy and efficiency in expense tracking and reporting.
- Supported the finance team in preparing monthly and quarterly financial reports, using Advanced Excel for data consolidation, trend analysis, and automated dashboards (Pivot Tables, VLOOKUP, INDEX-MATCH, Macros).

CERTIFICATIONS

- Advanced Excel
- C Programming
- C++ Programming
- Python Programming
- MySQL

SKILLS

- Programming Languages:** C, C++, and Python
- Data Tools:** MS Excel, Google Sheets, SQL (MySQL) ,Power BI, R Studio,Tally ERP 9

LANGUAGES

- English** – Fluent
- Hindi** – Native