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# Vidhi Sulodhia

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## Objective

Motivated English Honours graduate seeking entry-level opportunities in operations, backend support, or analyst/associate roles. Strong in MS Excel, documentation, reporting, research, and business communication with strong attention to detail and accuracy in fast-paced environments.

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## Core Skills

- Operations & Backend Support
  - Data Management & Reporting
  - Documentation & Record keeping
  - MS Excel (Pivot Tables, VLOOKUP, Filters, Formulas and Conditional Formatting) & MS Word
  - Research & Analysis
  - Business Communication & Email Etiquette
  - Quality Checks, Accuracy & Attention to Detail
  - Time Management & Prioritization
  - Ownership & Accountability
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## Education

Bachelor of Arts (English Honours)  
Shivaji College, University of Delhi - July 2025  
CGPA: 7.41/10

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## Excel Project

**Simulated Monitoring Dashboard – [View Project](#)**

- Created a mock dashboard for tracking 23 client records for periodic review and status updates.
  - Automated flagging and summaries using formulas, reducing manual review time by 30%.
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## Certifications

- Customer Service Certification · Alison (Online Course Platform) · July 2025
  - KYC and CDD Certification · Alison (Online Course Platform) · July 2025
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## Professional Traits

- Quick Learner & Adaptable
  - Detail-Focused & Deadline-Driven
  - Clear Communicator
  - Strong Work Ethic & Team Collaboration
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## Languages

- English (Fluent)
  - Hindi (Native)
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