

Vidhi Sulodhia

New Delhi, India | vidhisulodhia@gmail.com | +91 9871434346

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.

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

Education

Bachelor of Arts (English Honours)

Shivaji College, University of Delhi - July 2025

CGPA: 7.41/10

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%.

Certifications

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

Professional Traits

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

Languages

- English (Fluent)
- Hindi (Native)