

Yukti Gupta

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CAREER OBJECTIVE

Intend to build a career with a leading organization of employee-friendly environment with committed & dedicated people, which will help me to explore myself fully and realize my potential and to use my caliber and capabilities to my best and achieve success.

PROFICIENCY

- MS Excel
- MS Word
- MS PowerPoint

EDUCATIONAL CREDENTIALS

- Indraprastha University (2021-2024)
Bachelors of Business Administration (86.5%)
- Central Board of Secondary Education
Class X (2019)- 90%
Class XII (2021)- 93.5%

PROFESSIONAL EXPERIENCE

- **Company Name:** Hive AI
Title: Data Analyst
Time: Feb'24-Till date
Roles and responsibilities:
 - Developed innovative data sourcing and gathering methods for Hive app and Hive enterprise.
 - Managed and organized large datasets on a daily basis.
 - Represented the Hive.ai Data Analyst team, ensuring end-to-end delivery of projects related to data labeling, truth images, and brand and logo identification.
- **Company Name:** Content Mile
Title: Content Writer
Time: 10 months
Description: Produced high-quality written content covering a wide range of subjects like fintech courses, financial topics, sports, beauty, and more, demonstrating adaptability and proficiency in various domains. Contributed to creation of engaging and informative material for clients.
- **Company Name:** Pixie and Pexels
Title: Team Member
Time: 10 months
Description: Managed human resources functions, including recruitment, onboarding, and employee relations alongside additional responsibilities such as proofreading and content compilation for publication.

ACHIEVEMENTS & EXTRA CURRICULAR

- Certificate of completion of AML-KYC and Customer Due Diligence from National Institute Securities Market (NISM).
- Worked as a Prefect in the Student Council of school.
- Appeared in the Weekly Mail and Daily Hunt under Pixie and Pexels.
- Organized and participated in several events in college.

- Coordinator in IIC (Institution's Innovation Cell), headed by Ministry Of Education.
- Proficient in MS Word, MS PowerPoint and MS Excel basics.

PERSONAL SKILLS

- Communication skills – Written, verbal, presentation and listening
- Adaptability – Flexible, adaptive to changing environment
- Teamwork – Collaboration, contributing to team success
- Creativity
- Multi-Tasking
- Takes Initiative

PERSONAL DETAILS

Address: Pitampura Delhi-110034