

Pradeep Kumar

📞 +91 9650573663 📩 mr.pradeepnadar@gmail.com 🗺 New Delhi

Profile

Proactive and dedicated B.Com graduate with a diverse experience in Human Resources, Marketing, and Event Coordination. Proficient in data analysis and visualization tools like Excel and Power BI, with a proven track record of effective teamwork and client relationship management. Eager to leverage my skills to drive success and innovation in a dynamic work environment.

Skills

Microsoft Excel	Tableau Insights
Power BI Visualization	PowerPoint Presentations
Effective Team Collaboration	Client Relationship Management

Education

B.com Prog., Shaheed Bhagat Singh Evening College, University of Delhi CGPA - 7.409	2023 New Delhi
Class XII, Mata Gujri Public School (CBSE) 85.25 %	2020 New Delhi
Class X, Mata Gujri Public School (CBSE) 74.6 %	2018 New Delhi

Certifications

Business Intelligence, Data Visualization and Automation, Shaheed Sukhdev College of Business Studies, University of Delhi	Sep 2024 – Jan 2025 New Delhi
--	----------------------------------

Professional Experience

Hack2skill, Project Intern	Mar 2024 – Jun 2024 Noida
• Collaborated on the Google Developers Student Clubs project, aiding in the selection of Leads from colleges across India.	
• Conducted comprehensive research on college tiers and locations to support the selection process.	
• Evaluated and scored applications, ensuring the most suitable candidates were identified.	
• Assisted in the interview process, contributing to the effective selection of Leads.	
The Leading Solutions Ltd., Marketing & HR Intern	Apr 2023 – Jun 2023 New Delhi
• Promoted and sold products, enhancing brand awareness and customer engagement.	
• Developed and maintained strong client relationships, ensuring high levels of satisfaction.	
• Enrolled candidates through online platforms, expanding the talent pool.	
• Scheduled and conducted candidate interviews, optimizing the recruitment process.	

Volunteering

G20 University Connect Finale, Team Coordinator	Sep 2023 New Delhi
• Led a team of six, ensuring effective communication and task management during the G20 summit.	
• Facilitated seamless collaboration among team members, contributing to the event's success	
INSSAN 32nd National Convention, Event Assistant	Feb 2023 New Delhi
• Coordinated presentations, ensuring smooth execution of sessions during the National Convention.	
• Managed competition results, demonstrating strong organizational skills.	
• Worked collaboratively to ensure the event's overall success.	