

# Pradeep Kumar

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

## Certifications

<b>Business Intelligence, Data Visualization and Automation,</b> <i>Shaheed Sukhdev College of Business Studies, University of Delhi</i>	Sep 2024 – Jan 2025 New Delhi
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## Professional Experience

<b>Hack2skill, Project Intern</b> <ul style="list-style-type: none"><li>Collaborated on the Google Developers Student Clubs project, aiding in the selection of Leads from colleges across India.</li><li>Conducted comprehensive research on college tiers and locations to support the selection process.</li><li>Evaluated and scored applications, ensuring the most suitable candidates were identified.</li><li>Assisted in the interview process, contributing to the effective selection of Leads.</li></ul>	Mar 2024 – Jun 2024 Noida
<b>The Leading Solutions Ltd., Marketing &amp; HR Intern</b> <ul style="list-style-type: none"><li>Promoted and sold products, enhancing brand awareness and customer engagement.</li><li>Developed and maintained strong client relationships, ensuring high levels of satisfaction.</li><li>Enrolled candidates through online platforms, expanding the talent pool.</li><li>Scheduled and conducted candidate interviews, optimizing the recruitment process.</li></ul>	Apr 2023 – Jun 2023 New Delhi

## Volunteering

<b>G20 University Connect Finale, Team Coordinator</b> <ul style="list-style-type: none"><li>Led a team of six, ensuring effective communication and task management during the G20 summit.</li><li>Facilitated seamless collaboration among team members, contributing to the event's success</li></ul>	Sep 2023 New Delhi
<b>INSSAN 32nd National Convention, Event Assistant</b> <ul style="list-style-type: none"><li>Coordinated presentations, ensuring smooth execution of sessions during the National Convention.</li><li>Managed competition results, demonstrating strong organizational skills.</li><li>Worked collaboratively to ensure the event's overall success.</li></ul>	Feb 2023 New Delhi