

HARSHIT NEGI

harshitnegi69@gmail.com | +91-9319146564

EDUCATION

IMT Ghaziabad	2024- Present
---------------	---------------

Masters in Business Administration

Delhi School of Professional Studies and Research	2020- 2023
---------------------------------------------------	------------

Bachelors in Business Administration

Relevant Coursework – Financial Management, Research Methodology, Organizational Behaviour, Marketing Strategy, Human Resource Management

Govt. Sarvodaya Vidyalaya

Senior Secondary in Commerce

WORK EXPERIENCE

Associate Analyst, GlobalLogic Technologies,Gurgaon, India	18/10/2024 - Present
------------------------------------------------------------	----------------------

- Preparing weekly and monthly reports of team performance.
- Optimize existing processes and provide ongoing feedback on tools and processes.
- Performing in-process Quality Assurance Check.
- Managing client issues, working directly with clients, team members and senior leadership to develop project solutions.
- Data auditing, data reports and monitoring all data for accuracy.
- Analysed program data on Google 's internal tool to provide input for key decision making and strategic planning
- Consistently achieved on-time project data delivery at the highest quality standards

SKILLS

Languages – Hindi, English

ICT – Power BI, MS Office 365 Certifications – MS Office 365 (Microsoft), Power BI (Microsoft)