Avanish Verma

LinkedIn: https://www.linkedin.com/in/-avanishverma
Email: avanishv2002@gmail.com
Mobile: +91-9123402844

SKILLS

Tools/Platforms: MS-Office, MS-Excel, MS-PowerPoint, Canva, Tableau

Power Skills: Team collaboration, Organization, Decision Making, Adaptability, Problem solving, Quick Learning

INTERNSHIP

WNS Global Services | Gurgaon, Haryana | On-site   January 2025 – November 2025

About: Provided end-to-end client support by resolving issues, coordinating cross-functional workflows, and ensuring SLA compliance while managing multiple accounts in a fast-paced environment

- Resolved client issues efficiently via email and calls, ensuring SLA compliance and timely service delivery.
- Collaborated across teams to streamline workflows and reduce response delays.
- Maintained accurate records and reports, supporting process audits and operational transparency.
- Managed multiple accounts concurrently, displaying adaptability and prioritization in a fast-paced environment.

Maruti Suzuki India Limited | Manesar, Haryana | On-site   June 2024 - July 2024

About: Developed expertise in managing ECNs, cross-functional coordination, detailed planning, task management, problem-solving, and leadership in a dynamic environment

- Coordinated Engineering Change Notices (ECNs) and improved task implementation.
- Facilitated cross-functional collaboration for smooth operational transitions.
- Tracked progress of planning and scheduling activities to ensure timely deliverables.
- Strengthened leadership and communication in a dynamic and fast-paced environment.

PROJECTS

Himalayan live project | LPU   February 2024

About: Developed strong sales, communication, and problem-solving skills by engaging with diverse customers and collaborating with the team to drive sales and customer satisfaction

- Strengthened **persuasion skills** by effectively conveying product benefits and addressing concerns to drive sales
- Demonstrated **teamwork** and **collaboration** by designing and implementing effective sales strategies with team members
- Showcased **adaptability** by aligning with different customer needs to meet sales targets in diverse scenarios

TRAINING AND DEVELOPMENT

Advanced Excel for Data Analysis and Reporting | LPU   September 2024

About: Strengthened data analysis, reporting, and automation capabilities to enhance productivity and accuracy in operations

- Mastered **advanced Excel functions** such as VLOOKUP, HLOOKUP, INDEX, MATCH, and PivotTables for effective organization and analysis of large datasets
- Designed interactive **dashboards** and charts, enabling impactful presentations and insightful data interpretation
- Improved operational efficiency by automating repetitive tasks through Excel **macros** and complex formulas, ensuring streamlined data management processes

CERTIFICATIONS

- Social Media Marketing: Social CRM (LinkedIn learning)   October 2023
- Generative AI for Digital Marketers (LinkedIn learning)   October 2023
- Integrated Marketing Communications Strategies (LinkedIn learning)   September 2023

EDUCATION

- **Lovely Professional University (Phagwara, Punjab)**   August 2023 – June 2025
  Master of Business Administration – Product Management and Finance
  Present CGPA: 8.1
- **Sri Guru Gobind Singh College (Patna, Bihar)**   May 2020 – April 2023
  Bachelor of Science
  Percentage: 66%