

# Jagrit Arora

Noida, Uttar Pradesh, India

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## SUMMARY

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BBA graduate with a working understanding of financial processes, business operations, and documentation practices gained through focused academic study. Able to apply structured thinking to real tasks, from handling records and coordinating workflows to supporting operational needs. Comfortable picking up new tools and systems quickly, and ready to contribute from day one in an office or business role.

## EDUCATION

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- **The University of Winnipeg** Winnipeg, Manitoba, Canada  
*Bachelor of Business Administration* Jan 2022 – Apr 2025  
**GPA:** 3.0 / 4.0 **Relevant Courses:** Financial Management, Business Statistics, Operations Management, Decision Modelling, Project Management, Business Communications
- **Adarsh Public School** New Delhi, Delhi, India  
*Grade 12 – Senior Secondary Education (Commerce with Mathematics)* 2021  
**Grade:** 88%

## SKILLS

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- **Finance & Transactions:** Basic Financial Processes, Payment Tracking, Transaction Accuracy, Bank Documentation Awareness
- **Documentation & Records:** Data Entry, Filing, Record Management, Form Processing, Attention to Detail
- **Customer & Communication:** Client Communication, Inquiry Handling, Professional Follow-Ups, Query Resolution
- **Operations & Coordination:** Process Coordination, Scheduling, Inventory Awareness, Workflow Support
- **AI & Productivity Tools:** Using tools such as ChatGPT, Claude, Copilot, and other AI platforms for research support, content structuring, and improving task efficiency
- **Tools & Systems:** MS Excel, MS Word, MS PowerPoint, Outlook, CRM Awareness, Basic POS Familiarity

## CERTIFICATIONS

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- **Data & Business Intelligence Analysis:** Excel, SQL, Tableau, Power BI, Python – **DataCamp**

## PERSONAL PROFILE

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**Date of Birth:** 11 August, 2003

**Gender:** Male

**Nationality:** Indian

**Languages:** English, Hindi

**Notice Period:** N/A

**Willing to Relocate:** Yes