AARAV MEHTA

Data Analyst (Fresher)

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CAREER OBJECTIVE

Recent B.Com graduate with hands-on experience in Excel, SQL and Power BI through two analytics projects and a 3-month internship. Looking for a Data Analyst role where I can turn sales and customer data into clear reports that help teams make faster decisions.

EDUCATION

B.Com (Computer Applications) 2022 – 2025
Savitribai Phule Pune University | CGPA: 8.4/10

Class XII – CBSE 2022
City Public School, Pune | 88%

Class X – CBSE 2020
City Public School, Pune | 91%

SKILLS

- **Technical:** Excel (Pivot Tables, VLOOKUP, XLOOKUP), SQL, Power BI, Python (Pandas), Data Cleaning
- **Tools:** Google Sheets, Power Query, Tableau Public, Git
- **Soft skills:** Communication, Presentation, Attention to detail

PROJECTS

Retail Sales Dashboard – Power BI, SQL Mar 2025

- Built an interactive dashboard from 50,000 rows of store sales data to track revenue, top products and regional trends.
- Found that 3 product lines drove 42% of revenue, shared as a 5-slide summary for faculty review.

Customer Churn Analysis – Python, Excel Nov 2024

- Cleaned and analysed 7,000 telecom customer records to find patterns behind cancellations.
- Identified contract type and support calls as the top churn signals.

INTERNSHIPS & EXPERIENCE

Data Analyst Intern Jun 2024 – Aug 2024
BrightCart Retail (fictional), Pune

- Created 12 weekly sales reports in Excel for the regional team, cutting manual reporting time by 4 hours a week.
- Cleaned product data for 1,200 SKUs and fixed duplicate entries before a system migration.

CERTIFICATIONS

- Google Data Analytics Professional Certificate – Coursera – 2025
- Data Analytics with Python – NPTEL – 2024

ACHIEVEMENTS & ACTIVITIES

- 2nd place, inter-college data analytics case competition (35 teams), 2025
- Finance club treasurer – managed a ₹1.2 lakh annual event budget

LANGUAGES

English (Fluent), Hindi (Native), Marathi (Conversational)

YOUR FULL NAME

Job Title You Are Applying For (e.g. Software Developer / Data Analyst / Marketing Executive)

City, State | +91 98765 43210 | yourname@email.com | linkedin.com/in/yourname | github.com/yourname

CAREER OBJECTIVE

[2–3 lines] Recent [Degree] graduate in [Branch/Subject] with hands-on experience in [2–3 key skills] through [projects/internship]. Looking for a [Job Title] role at [Company] where I can [what you will contribute]. Copy words from the job description where they are true for you.

EDUCATION

[Degree, e.g. B.Tech in Computer Science] [Start] – [End or Expected]
[College Name], [University] | CGPA: [8.2/10] or [75%]

Class XII – [Board, e.g. CBSE] [Year]
[School Name] | [Percentage]%

Class X – [Board] [Year]
[School Name] | [Percentage]%

SKILLS

- **Technical:** [Skill 1], [Skill 2], [Skill 3], [Skill 4] – use the exact names from the job post
- **Tools:** [e.g. MS Excel, Power BI, Git, Canva, Google Analytics]
- **Soft skills:** [e.g. Communication, Teamwork, Problem solving]

PROJECTS

[Project Title] – [Tech or tools used] [Month Year]

- Built [what] to [solve which problem] using [tools].
- Result: [measurable outcome, e.g. reduced load time by 30%, used by 200 students].

[Project Title 2] – [Tech or tools used] [Month Year]

- [What you did, starting with an action verb: Designed, Built, Analysed, Led].
- [Result with a number if possible].

INTERNSHIPS & EXPERIENCE

[Intern Role] [Month Year] – [Month Year]
[Company Name], [City / Remote]

- [Action verb] + [task] + [result], e.g. Created 12 weekly sales reports in Excel for the regional team.
- [Second achievement with a number].

CERTIFICATIONS

- [Certification Name] – [Issuer, e.g. Google, NPTEL, Coursera] – [Year]
- [Certification Name] – [Issuer] – [Year]

ACHIEVEMENTS & ACTIVITIES

- [e.g. Winner, college hackathon of 40 teams, 2025]
- [e.g. Event coordinator, Technical Fest – managed 15 volunteers]

LANGUAGES

English (Fluent), Hindi (Native), [Other language] ([Level])

ATS Resume Checklist for Freshers

teasoft.in

Tick each check before you apply. Score: ____ / 20

Format & Layout (5 checks)

- [ ] 1. Single-column layout, no tables, text boxes or graphics for key information
- [ ] 2. Standard section headings: Career Objective, Education, Skills, Projects, Experience
- [ ] 3. Standard font (Calibri, Arial or similar) at 10–12 pt
- [ ] 4. No photo, icons or skill bars unless the employer asks
- [ ] 5. Saved as PDF, or Word (.docx) if the job post asks for it

Contact Details (3 checks)

- [ ] 6. Professional email, such as firstname.lastname@email.com
- [ ] 7. Phone number with country code (+91)
- [ ] 8. LinkedIn, GitHub or portfolio links that open correctly

Content & Keywords (7 checks)

- [ ] 9. Skills and keywords copied from the job description (where true for you)
- [ ] 10. 2–3 line career objective that names the role you want
- [ ] 11. Projects and internships start with action verbs (Built, Analysed, Led)
- [ ] 12. At least 3 bullet points include numbers or results
- [ ] 13. Skills section uses exact tool names (Excel, SQL, Python, Canva)
- [ ] 14. Education shows degree, college, years and CGPA or percentage
- [ ] 15. Fits on one page

Final Checks (5 checks)

- [ ] 16. No spelling or grammar mistakes (read it aloud once)
- [ ] 17. Same date format everywhere, such as Jun 2024 – Aug 2024
- [ ] 18. File named FirstName-LastName-Resume.pdf
- [ ] 19. File size under the portal's limit (compress the PDF if needed)
- [ ] 20. A friend, teacher or mentor has reviewed it

18–20: Ready to send | **13–17:** Fix the gaps first | **0–12:** Rework using the template

Free resume template and interactive checklist: teasoft.in/resources/fresher-resume-template