

# Naveen Kumar

## Cyber Security Analyst

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### SUMMARY

I'm a BCA student at Chandigarh University with a strong passion for cybersecurity. My academic journey and personal interests have given me the skills and determination to excel in this field. I'm eager to find opportunities to contribute my expertise and further to my career in cybersecurity.

### EXPERIENCE

#### Growth Executive

[Blue Circle](#)   09/2022 - 02/2024   Gurugram  
Cleantech based social networking and job platform

- Maintained and updated complex spreadsheets to ensure accurate data tracking and reporting.
- Conducted targeted outreach campaigns, effectively increasing brand awareness and engagement.
- Performed data mining to extract actionable insights, supporting strategic business decisions.
- Analyzed data trends and patterns to optimize marketing and outreach efforts, improving conversion rates.

#### Executive

[EventPlus Infotainment](#)   06/2021 - 12/2021   Gurugram  
An event management company

- Tracked and analyzed data to ensure accuracy and support informed decision-making.
- Managed the invoicing process, ensuring timely and accurate billing for clients.
- Coordinated with clients to address inquiries and resolve issues promptly.
- Maintained and organized physical files for efficient document retrieval.

### ADDITIONAL EXPERIENCE

#### Industrial Visit

[Concentrix](#)   06/2019   Gurugram  
Concentrix is a global technology and services company

- Learnt about managing and maintaining comprehensive datapools.
- Learnt about analyzing and interpreting big data.
- Learnt about effective time management skills.
- Learnt about adhering to professional work etiquettes.

#### Industrial Visit

[KPMG](#)   06/2019   Gurugram  
KPMG is a global network of professional services firms

- Learnt about data visualization techniques.
- Learnt about PowerBI and Tableau.
- Learnt about data warehouse concepts.
- Learnt about outsourcing strategies.

### EDUCATION

#### Bachelor's of Computer Application

[Chandigarh University](#)  
07/2023 - Present

#### Senior Secondary

[Lotus Petal Foundation](#)  
04/2018 - 01/2020

#### Secondary

[Lotus Petal Foundation](#)  
2018

### TRAINING / COURSES

#### CCSEPD: Certificate Course in Spoken English & Personality Development

NIIT Foundation

#### CCWD : Certificate Course in Web Designing

NIIT Foundation

#### CCIB : Certificate Course in IT Basic

NIIT Foundation

#### CCIP : Certificate Course in IT Professional

NIIT Foundation

#### CCDTP : Certificate Course in Desktop Publishing

NIIT Foundation

#### CCDES : Certificate Course in Data Entry Skills

NIIT Foundation

### CERTIFICATION

#### Introduction to Cybersecurity

[Cisco](#)

#### Google Cybersecurity Professional Certificate

[Google](#)

#### Common European Framework of Reference

[British Council EnglishScore](#)

### VOLUNTEERING

#### Community Admin

##### [A1 Gaming](#)

10/2022 - 01/2024

Maintained multiple Facebook gaming groups with over 2.8 million members.

Oversaw the growth and engagement of the organization.

Assisted in training new moderators and created training materials.

Helped create rules and guidelines for group members and moderators.

Tracked moderators' work on a weekly basis.

### SKILLS

|                                 |                               |                            |
|---------------------------------|-------------------------------|----------------------------|
| <a href="#">Cybersecurity</a>   | <a href="#">Analytic</a>      | <a href="#">Kali Linux</a> |
| <a href="#">Web Development</a> | <a href="#">Python Django</a> | <a href="#">Typing</a>     |
| <a href="#">MS Excel</a>        | <a href="#">MS PowerPoint</a> | <a href="#">MS Word</a>    |
| <a href="#">Google Docs</a>     |                               |                            |

### LANGUAGES

|         |          |                                                                    |
|---------|----------|--------------------------------------------------------------------|
| Hindi   | Native   | <div><div></div><div></div><div></div><div></div><div></div></div> |
| English | Advanced | <div><div></div><div></div><div></div><div></div><div></div></div> |