

CIRCULAR

ARKA JAIN
University
JharkhandCentre for Capacity Building and Human Resource Development
(CCHRD)

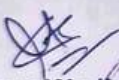
Circular

Date: 27-11-2025

Ref. no: AJU/CCHRD/2025/71

Subject: Skill based Workshop on Steps to Basic Excel with Data Analytics

This is to notify that the *Centre for Capacity Building and Human Resource Development (CCHRD)*, ARKA JAIN University, in association with *Venturing Digitally Pvt. Ltd.* will organize a **Skill based Workshop on Steps to Basic Excel with Data Analytics** on 03-12-2025 at Block C Auditorium. The trainer will be Mr. Vishnu Gupta, from Venturing Digitally Pvt. Ltd.


Dr. Charu Wadhwa

Assistant Director

CCHRD



Cc to:

1. Vice-Chancellor
2. Pro Vice-Chancellor
3. Registrar
4. Joint Registrar
5. Director
6. Dean, Students' Welfare
7. All Deans and HoDs

STEPS TO BASIC EXCEL WITH DATA ANALYTICS - DECEMBER 2025

| | |
|----------------------------|--|
| Date of Event | 3rd December 2025 |
| Name of the Event | Steps to Basic Excel with Data Analytics |
| Type of the Event | Skill based Training / Collaborative Activity |
| Conducted by | Centre for Capacity Building and Human Resource Development (CCHRD) and TATA Steel Foundation |
| Resource Persons | Mr. Vishnu Gupta |
| No. of Participants | 171 |

OBJECTIVE: The objective of the Skill based workshop was to equip students with essential skills in Microsoft Excel, focusing on its practical applications in data handling and analysis. It sought to build foundational knowledge of spreadsheets, formulas, and functions to enhance analytical thinking. The program intended to introduce participants to basic data visualization techniques and effective data interpretation. It also aimed to help students understand how Excel served as a key tool in modern workplaces. Another objective was to strengthen problem-solving abilities through hands-on exercises. Overall, the workshop was designed to improve competency, productivity, and confidence in working with data.

DETAILS: The training program, attended by 133 women participants, provided students with a practical and engaging learning experience focused on the fundamentals of Excel and introductory data analytics. It offered a structured platform where participants explored various tools, functions, and techniques used for organizing and analysing data. The session emphasized interactive learning, allowing students to practice each concept through guided exercises and real-time problem-solving activities. Throughout the workshop, participants worked on sample datasets to understand how data could be cleaned, formatted, visualized, and interpreted effectively. The initiative encouraged collaborative learning, discussions, and hands-on engagement, ensuring that students could apply the concepts immediately. Overall, the event created a supportive environment that promoted skill development aligned with industry expectations.

OUTCOME: The training significantly improved participants' confidence in MS Excel and Data Analytics. They gained proficiency in basic Excel operations, formulas, and data organization techniques. They were able to create simple charts, perform basic data analysis, and interpret results effectively. The workshop helped enhance their analytical and decision-making skills. Students left with improved confidence in using Excel for academic and professional tasks.

POSTER OF THE EVENT



ARKA JAIN
University
Jharkhand

NAAC
GRADE A
ACCREDITED UNIVERSITY



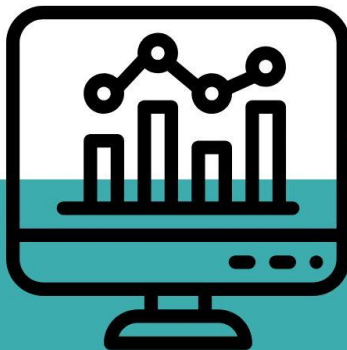
Centre for Capacity Building and Human Resource
Development
in association with



presents a Workshop on

**STEPS TO BASIC EXCEL WITH
DATA ANALYTICS SKILL**

Trainer: Mr. Vishnu Gupta,
Data Analyst, Venturing Digitally Pvt. Ltd.



Date: 3rd December, 2025

Time: 9:00 AM - 12:00 PM

Venue: Block C Auditorium, ARKA JAIN University

SCAN TO REGISTER



Poster: Steps to Basic Excel with Data Analytics held on 3rd December 2025

PHOTOS OF THE EVENT



FIG 1: GEO-TAGGED PHOTO of Steps to Basic Excel with Data Analytics held on 3rd December 2025



FIG 2: GEO-TAGGED PHOTO of Steps to Basic Excel with Data Analytics held on 3rd December 2025



FIG 3: GEO-TAGGED PHOTO of Steps to Basic Excel with Data Analytics held on 3rd December 2025



FIG 4: PHOTO of Steps to Basic Excel with Data Analytics held on 3rd December 2025



FIG 5: PHOTO of Steps to Basic Excel with Data Analytics held on 3rd December 2025



FIG 6: PHOTO of Steps to Basic Excel with Data Analytics held on 3rd December 2025

LIST OF PARTICIPANTS




Centre for Capacity Building and Human Resource Development (CCHRD)

Skill based Workshop on Steps to Basic Excel with Data Analytics
Speaker: Mr. Vishnu Gupta, Data Analyst, Venturing Digitally Pvt. Ltd.

Date: 03-12-2025

Attendance sheet: List of participants

| S.No. | Enrollment Number | Name of the Student | Department | Signature |
|-------|-------------------|---------------------|---------------|----------------|
| 1 | AJU/251847 | Sanjita Gupta | BBA (General) | Sanjita |
| 2 | AJU/252372 | Shubani Raj | BBA (General) | Shubani |
| 3 | AJU/252153 | Manjusha Kumari | BBA (General) | Manjusha |
| 4 | AJU/252453 | Sakshi Kumari | BBA LLB (H) | Sakshi |
| 5 | AJU/251436 | Nandani Kumari | BBA LLB | Nandani |
| 6 | AJU/250250 | Nandani - Kumari | BBA LLB | Nandani |
| 7 | AJU/251895 | Angel Jha | BBA - LLB | Angel |
| 8 | AJU/250583 | Sneha Kumari | BBA - LLB | Sneha |
| 9 | AJU/252382 | Mokshika Gupta | MBA | Mokshika |
| 10 | AJU/252071 | Sanjana Kumari | MBA | Sanjana Kumari |
| 11 | AJU/251735 | Zareen Fathma | MBA | Zareen |
| 12 | AJU/250039 | Harshu Anand | MBA | Harshu |
| 13 | AJU/250575 | Preeti Kumari | MBA | Preeti Kumari |


Dr. Charu Wadhwa
Assistant Director
CCHRD

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| S.No. | Enrollment Number | Name of the Student | Department | Signature |
|-------|-------------------|---------------------|--------------|---------------------|
| 14. | AJU/251238 | Neha Kumari | MCA | Neha |
| 15. | AJU/251167 | Tasneem Fatma | MCA | Tasneem |
| 16. | AJU/251412 | Nidhi Kumari | MCA | Nidhi |
| 17. | AJU/251899 | Anam Khan | BCA (AI/OL) | Anam Khan |
| 18. | AJU/250134 | Ankit Patrao Topno | (MBA) | Ankit |
| 19. | AJU/252247 | Manoj Kumar Raj | BCA (AI/OL) | Manoj k Raj |
| 20. | AJU/251287 | MD. Saba Almas | BCA (AI/OL) | MD Saba Almas |
| 21. | AJU/257643 | Priyam Kumar Mahato | BCA (AI/OL) | Priyam Kumar Mahato |
| 22. | AJU/252362 | MD Almas | BCA (AI/OL) | MD Almas |
| 23. | AJU/252407 | Rishabh Pandey | BCA (AI/OL) | Rishabh |
| 24. | AJU/252370 | Smriti Raj | BCA (AI/OL) | Raj Smriti |
| 25. | AJU/251292 | ANISHA KUMARI | BCA (AI/OL) | Anisha |
| 26. | AJU/251862 | Krishna Kumar | BBA (DM) | Krishna Kumar |
| 27. | AJU/251089 | Huma Parween | B. Optometry | Huma Parween |
| 28. | AJU/252194 | Sudeep Kumar Mandal | B. Optometry | Sudeep Mandal |
| 29. | AJU/252063 | ROSHITA | BBA (DM) | Roshita |
| 30. | AJU/252126 | ANIQUEA ZULFA | BBA (DM) | Aniquea |
| 31. | AJU/252319 | RITESH PANDEY | B. Com (H) | Ritesh |
| 32. | AJU/252359 | JANHVI SHARMA | B. Com (H) | Janhvi |

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|-------|-------------------|---------------------|---------------|----------------|
| 33 | AJU/252687 | ASLESHA MOHANTY | B.Com (H) | Aslesha |
| 34 | AJU/251888 | SONAKSHI SUMAN | B.Com (H) | Sonakshi Suman |
| 35 | AJU/252163 | KHUSHI KUMARI | B.Com (H) | Khushi |
| 36 | AJU/252030 | ARYAN KUMAR THAKUR | B.Com (H) | Aryan |
| 37 | AJU/251454 | Sanjukta Pradhan | BBA | Sanjukta |
| 37 | AJU/250900 | Pratibha Kumari | BBA (DM) | Pratibha |
| 38 | AJU/250714 | Poojvi gupta | BBA (DM) | Poojvi |
| 39 | AJU/250252 | Muskan | BBA (DM) | Muskan |
| 40 | AJU/252113 | SALONI KUMARI | MBA | Saloni |
| 41 | AJU/252066 | Ayasha | BCA (AI-OL) | Ayasha |
| 42 | AJU/251111 | Babita Kumari | BBA (DM) | Babita |
| 43 | AJU/241461 | Naisha Gupta | BBA (gen.) | naisha |
| 44 | AJU/241674 | Vidya kumari | BBA (General) | Vidyakumari |
| 45 | AJU/241055 | Madhubala Kumari | BBA (General) | Madhubala |
| 46 | AJU/251163 | Rohit Kumar | BBA (General) | Rohit |
| 47 | AJU/241882 | Ankita Kumari Verma | BBA (General) | Ankita |
| 48 | AJU/241812 | Krish Kant | BBA (General) | Krish |
| 49 | AJU/241512 | Ashish Chandra | BBA (General) | Ashish |
| 50 | AJU/241906 | Sumedha Raj Kumar | BAC (MC) | Sumedha |

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
| S.No. | Enrollment Number | Name of the Student | Department | Signature |
|-------|-------------------|-----------------------|------------|--------------|
| 51. | AJU/251263 | Aamna Rahman | BBA | Aamna |
| 52. | AJU/250925 | Adeerah Fatimah | BBA (G) | Adeerah |
| 53. | AJU/250661 | Jashwan Singh | BBA (G) | J Singh |
| 54. | AJU/250827 | Nadish Rayes | BBA (G) | Nadish |
| 55. | AJU/250483 | Deep Day | BBA (G) | Deep Day |
| 56. | AJU/250718 | Manika Bembey | B.Com (B) | Manika |
| 57. | AJU/251771 | Ayushi Kumari | BBA (CM) | Ayushi |
| 58. | AJU/250321 | Prabhkirath Singh | BBA (DM) | Prabhkirath |
| 59. | AJU/251317 | Abhay Singh | BBA (DM) | Abhay |
| 60. | AJU/251990 | Ayushi K. Jha | BBA (DM) | Ayushi |
| 61. | AJU/250569 | Bhoomi Singh | BBA (DM) | Bhoomi Singh |
| 62. | AJU/250528 | Chanchal Sahu | BBA (DM) | Chanchal |
| 63. | AJU/251051 | Riya Das | B.Com (H) | Riya |
| 64. | AJU/251419 | Tanya Prasad | B.Com (H) | Tanya |
| 65. | AJU/251926 | Ayush Nitta. | BCA (A&OL) | Ayush |
| 66. | AJU/250916 | Kristi Murmu | BBA (DM) | Kristi |
| 67. | AJU/250538 | Abhijeet Kumar Rajput | BBA | Abhijeet |
| 68. | AJU/251095 | Antana Mukherjee | BBA (DM) | Antana |
| 69. | AJU/252506 | Swati Kumari | BBA (DM) | Swati |



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|-------|-------------------|---------------------|--------------|-------------------|
| 70 | AJU/251833 | Aastha Kumari | BBA (DM) | Aastha Kumari |
| 71 | AJU/220434 | Bip Love Mandal | B-pharm | Bip Love Mandal |
| 72 | AJU/240333 | Aastha Tinkay | BBA (G) | Aastha Tinkay |
| 73 | AJU/240604 | Simran Singh | BBA (G) | Simran Singh |
| 74 | AJU/240927 | Sumiran Kumari | BBA (DM) | Sumiran Kumari |
| 75 | AJU/240671 | Sheetal Shah | BBA (DM) | Sheetal Shah |
| 76 | AJU/240411 | Riya Mandal | B-Tech (IBM) | Riya Mandal |
| 77 | AJU/241945 | Basumati Pradhan | B-Tech (IBM) | Basumati Pradhan |
| 78 | AJU/220410 | Abhishek Shukla | B. PHARM | Abhishek Shukla |
| 79 | AJU/220418 | Anurag K. Gupta | B. PHARMA | Anurag K. Gupta |
| 80 | AJU/220338 | Aniket Sankar | B. PHARMA | Aniket Sankar |
| 81 | AJU/252131 | RISHI MUKHI | B. COM | Rishi Mukhi |
| 82 | AJU/252087 | Roshni Sengupta | BBA | Roshni Sengupta |
| 83 | AJU/252145 | Rishu Kumari | BBA | Rishu Kumari |
| 84 | AJU/251930 | FARHAT AFTAB KHAN | BBA | Farhat Aftab Khan |
| 85 | AJU/250744 | Shubhdeep Dhar | BBA (DM) | S. Dhar |
| 86 | AJU/251151 | Ayush Kumar Verma | BBA (DM) | Ayush Kumar Verma |
| 87 | AJU/250840 | Iman Dhyamal | BBA (DM) | Iman Dhyamal |
| 88 | AJU/251610 | Suvuchi Soren | BCA (REG) | Suvuchi Soren |


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|-------|-------------------|-----------------------|-------------|-----------------|
| 89. | AJU/251473 | Amisha Sinha | BCA (Reg B) | Amisha Sinha |
| 90 | AJU/251394 | Khushboo Mandal | BCA (Reg B) | Khushboo Mandal |
| 91 | AJU/250968 | Niswani Navej | B.Com (H) | Niswani |
| 92. | AJU/251469 | Ravi Prakash Tripathi | B.Com (H) | Ravi |
| 93 | AJU/250408 | Ravi Prakash | B.Com (H) | Ravi |
| 94. | AJU/251468 | Anushka Singh | B.Com (H) | Anushka |
| 95. | AJU/250421 | Wasim Raza | B.Com (H) | Wasim Raza |
| 96. | AJU/250643 | Saniya Kumari | B.Com (H) | Saniya |
| 97. | AJU/250727 | Yash Kumar | B.Com (H) | Yash |
| 98. | AJU/250436 | Aanchal Gupta | B.Com (H) | Aanchal |
| 99. | AJU/251334 | Sneha Yadav | B.COM (H) | Sneha Yadav |
| 100. | AJU/251475 | Rahul Kumar | BBA (H) | Rahul |
| 101. | AJU/251453 | Kawaljeet Singh | BBA (H) | Kawaljeet |
| 102. | AJU/250061 | Aakriti Arora | BBA (CM) | Aakriti |
| 103 | AJU/251714 | Shadab Ali | BBA | Shadab |
| 104 | AJU/251526 | Akshay | BBA | Akshay |
| 105 | AJU/252581 | Vanishika Gupta | BBA (DM) | Vanishika |
| 106 | AJU/250880 | Tiya Kumari | BBA (H) | Tiya |
| 107 | AJU/250603 | Sanjay Kumar Singh | B.Com (H) | Sanjay |

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|-------|-------------------|------------------------------|---------------|-----------------|
| 108 | AJU/250743 | Abhay Kumar | B.COM(H) | Abhay Kumar |
| 109 | AJU/251307 | Himanshu Choubey | B.COM(H) | Himanshu |
| 110 | AJU/252111 | Shalek Kumar Singh | B.COM(H) | Shalek |
| 111 | AJU/250288 | Saif Ansari | B.COM(H) | Saif |
| 112 | AJU/250310 | SHIB NATH | B.COM(H) | Shib Nath |
| 113 | AJU/250886 | Ayush Kr. Gupta | BBA (DM) | Ayush Kr. Gupta |
| 114 | AJU/250888 | Sonu Kumar | BBA (DM) | Sonukumar |
| 115 | AJU/251920 | ROSHAN KUMAR | B.COM(H) | Roshan |
| 116 | AJU/252127 | Bhumi Kumari | BBA(H) | Bhumi Kumari |
| 117 | AJU/252321 | Thilmil Kaur | BBA (H) | Thilmil |
| 118 | AJU/252323 | Priya Singh | BBA (H) | Priya |
| 119 | AJU/252329 | Swati Rani | BBA (H) | Swati |
| 120 | AJU/250710 | SUPRIYA VERMA | MBA | Swarna |
| 121 | AJU/250820 | MAHIMA SHARMA | MBA | Mahima |
| 122 | AJU/250144 | ROHIT KUMAR | MBA | Rohit |
| 123 | AJU/252589 | YOGESH KUMAR | MBA | Yogesh |
| 124 | AJU/250647 | Ayushi Ranjan | Diploma (CSE) | Ayushi |
| 125 | 250024 | 250024 Soni Bodra | Diploma (CSE) | Soni |
| 126 | AJU/251620 | Swati Kumari | Diploma (CSE) | Swati |

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|-------|-------------------|---------------------|---------------|----------------|
| 127 | ASU/251691 | Komal Thakur | BBA (DM) | Komal |
| 128 | ASU/251497 | Elam Fatma | BBA (DM) | Elam |
| 129 | AJU/25258 | Muskan Kumari | BBA (DM) | Muskan |
| 130 | AJU/252351 | Shubhayan Mandal | BBA (DM) | Shubhayan |
| 131 | AJU/251052 | Suraj Mawani | B.COM (H) | Suraj |
| 132 | AJU/251094 | Kaetika Aggarwal | B.COM (H) | Kaetika |
| 133 | AJU/251623 | Devojit Hajumdar | B.COM (H) | Devojit |
| 134 | AJU/250062 | Priya Sengupta | BBA | Priya Sengupta |
| 135 | AJU/250154 | Akansa Kumari | BBA | Akansa |
| 136 | AJU/250430 | Sayan Dutta | BBA | Sayan |
| 137 | AJU/250515 | Tairaditya Singh | BBA | Tairaditya |
| 138 | AJU/252331 | Ayush Kumar | BBA (DM) | Ayush |
| 139 | AJU/250647 | Ayushi Ranjan | Diploma (CSE) | Ayushi |
| 140 | AJU/252512 | Vedant Sharma | BBA | Vedant |
| 141 | AJU/252427 | Janvi | BBA | Janvi |
| 142 | AJU/252086 | Anya Gupta | BBA | Anya |
| 143 | AJU/251909 | MD Mehtab Ansari | BBA | Mehtab Ansari |
| 144 | AJU/250590 | RAJ Nandani Kumari | BBA (DM) | Nandani |
| 145 | AJU/252110 | Zunaid Raja | BBA (DM) | Zunaid |

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| 146 | AJU/252093 | Shivam Gope | BBA(DM) | Shivam |
| 147 | AJU/252146 | Prigyantho Aggarwal | BBA(DM) | Prigyantho |
| 148 | AJU/251225 | Himesh Sharma | BBA(DM) | Himesh |
| 149 | AJU/251552 | Ayush Kumari | BBA(DM) | Ayush |
| 150 | AJU/252352 | SUBHANSU RAJ | BBA(DM) | Subhansu |
| 151 | AJU/251968 | Sahil Raza | BBA(DM) | Sahil |
| 152 | AJU/251228 | Ashish Mandal | BBA(DM) | Ashish |
| 153 | AJU/252737 | Atul Nayak | BBA(DM) | Atul |
| 154 | AJU/250361 | Madhu Kumari | BBA(G) | Madhu |
| 155 | AJU/250908 | Daudni Kumari | BBA(G) | Daudni |
| 156 | AJU/251965 | Asmitosh Kumar Jha | BBA(G) | Asmitosh |
| 157 | AJU/251929 | Neha Bhandari | BBA(G) | Neha Bhandari |
| 158 | AJU/250173 | Shivani Chhetri | BBA(DM) | Shivani |
| 159 | AJU/252349 | Abhinish Thakur | BBA(G) | Abhinish |
| 160 | AJU/252119 | Rounak Chandra | BBA LLB | Rounak |
| 161 | AJU/252773 | Ayush Singh | BBA(G) | Ayush |
| 162 | AJU/251815 | Amrta Parween | BBA(G) | Amrta |
| 163 | AJU/251465 | Eslika Kumari | BBA(G) | Eslika |
| 164 | AJU/251732 | Rajeev Kumar | BBA(DM) | Rajeev |

Dr. Charu Wadhwa
Assistant Director
CCHRD

[illegible]

Dr. Charu Wadhwa
Assistant Director
CCHRD

CERTIFICATES OF PARTICIPATION



CIN No. U63119JH2023PTC020128

Date – 03/12/2025

GSTIN- 20AAJCV2661E1ZN

CERTIFICATE OF PARTICIPATION

Certificate No.: VD/AJU/EXDA/2025/0643

This is to certify that

Sneha kumari

has successfully participated in the One-Day Skill-Building Workshop on

“Steps to Basic Excel with Data Analytics Skill”Organized by **Venturing Digitally Pvt. Ltd.**, in collaboration with the **Centre for Capacity Building and Human Resource Development, ARKA JAIN University.**

The workshop was designed and delivered with a focus on industry-relevant skills, covering core Excel functionalities, data handling techniques, and foundational data analytics concepts, enabling to build a strong technical base aligned with current digital and analytical demands.

Mr. Vishnu Ghosh, Data Analyst at Venturing Digitally Pvt. Ltd., conducted the session. The workshop was further enriched by the presence of Mr. Nikhil Sharma, Co-Founder & CMO, Venturing Digitally Pvt. Ltd., who shared valuable insights on emerging technologies, industry expectations, and career-oriented skill development.

Date: 3rd December 2025

Venue: Block C Auditorium, ARKA JAIN University

We appreciate the participant's active involvement and commitment toward continuous learning and professional growth.

Nikhil Sharma
Co-Founder & CMO
Venturing Digitally Pvt. Ltd.

Our Location – Jamshedpur, Kolkata, Bangalore, Bhopal, Nagpur
Contact – 7543081110, 7404458630



74044586301



info@venturingdigitally.com



Laxminagar, Plot No 40, Road No – 2, Po- Telco, JSR – 831004

Plot No. 2, Puravashanagar, Near Ashima Mall, Bhopal (Madhya Pradesh) – 482028

CERTIFICATE OF PARTICIPATION

Certificate No.: VD/AJU/EXDA/2025/0683

This is to certify that

BASUMATI PRADHAN

has successfully participated in the One-Day Skill-Building Workshop on

“Steps to Basic Excel with Data Analytics Skill”

Organized by **Venturing Digitally Pvt. Ltd.**, in collaboration with the **Centre for Capacity Building and Human Resource Development, ARKA JAIN University.**

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Venue: Block C Auditorium, ARKA JAIN University

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Nikhil Sharma
Co-Founder & CMO
Venturing Digitally Pvt. Ltd.

Our Location – Jamshedpur, Kolkata, Bangalore, Bhopal, Nagpur
Contact – 7543081110, 7404458630



74044586301



info@venturingdigitally.com



Laxminagar, Plot No 40, Road No – 2, Po- Telco, JSR – 831004

Plot No. 2, Puravashanagar, Near Ashima Mall, Bhopal (Madhya Pradesh) – 482026

CERTIFICATE OF PARTICIPATION

Certificate No.: VD/AJU/EXDA/2025/0707

This is to certify that

Anya gupta

has successfully participated in the One-Day Skill-Building Workshop on

“Steps to Basic Excel with Data Analytics Skill”

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Nikhil Sharma
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Our Location – Jamshedpur, Kolkata, Bangalore, Bhopal, Nagpur
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info@venturingdigitally.com



Laxminagar, Plot No 40, Road No – 2, Po- Telco, JSR – 831004

Plot No. 2, Puravashanagar, Near Ashima Mall, Bhopal (Madhya Pradesh) – 482026

CERTIFICATE OF PARTICIPATION

Certificate No.: VD/AJU/EXDA/2025/0743

This is to certify that

Preety kumari

has successfully participated in the One-Day Skill-Building Workshop on

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Organized by **Venturing Digitally Pvt. Ltd.**, in collaboration with the **Centre for Capacity Building and Human Resource Development, ARKA JAIN University.**

The workshop was designed and delivered with a focus on **industry-relevant skills**, covering core Excel functionalities, data handling techniques, and foundational data analytics concepts, enabling to build a strong technical base aligned with current digital and analytical demands.

Mr. Vishnu Ghosh, Data Analyst at Venturing Digitally Pvt. Ltd., conducted the session. The workshop was further enriched by the presence of Mr. Nikhil Sharma, Co-Founder & CMO, Venturing Digitally Pvt. Ltd., who shared valuable insights on emerging technologies, industry expectations, and career-oriented skill development.

Date: 3rd December 2025

Venue: Block C Auditorium, ARKA JAIN University

We appreciate the participant's active involvement and commitment toward continuous learning and professional growth.

Nikhil Sharma
Co-Founder & CMO
Venturing Digitally Pvt. Ltd.

Our Location – Jamshedpur, Kolkata, Bangalore, Bhopal, Nagpur
Contact – 7543081110, 7404458630



74044586301



info@venturingdigitally.com



Laxminagar, Plot No 40, Road No – 2, Po– Telco, JSR – 831004

Plot No. 2, Puravashanagar, Near Ashima Mall, Bhopal (Madhya Pradesh) – 482026