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WORKSHOP ON ADVANCE EXCEL & DATA ANALYTICS AT SRI VIJAYA PURAM, (PORT BLAIR) A&N ISLANDS

National **A**cademy of **H**uman **R**esource **D**evelopment (NAHRD) was established to deliver competency-enhancing learning to officials of Central Government, State Governments, Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, etc. We have organized large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations across the country.

A workshop on **Advance Excel and Data Analytics** is being organized by NAHRD from **10.12.2025 to 13.12.2025 at Sri Vijaya Puram (Port Blair), A&N Islands**.

Analytics is the process of collecting, analysing and interpreting data to inform decisions and improve business results. In today's fast-paced business environment, organizations need analytics to understand their operations, customers and business.   Few of the main reasons organizations need analytics are:

- Better decision making:
- Improving Customer Experience:
- Optimizing operations:
- Identifying New Markets:
- Performance Measurement:

The workshop is designed for the officers and managers who are decision makers in Government, Semi Government, Autonomous Bodies, Public Sector Undertakings etc. the program will enable the attendees to understand the basics of Analytics and the different aspects of implementation. They will also get to know the different tools which are being used in the market and its pros and cons. The workshop would give a general understanding and the fundamentals of business analytics and how to use it to understand & leverage market dynamics. Things like types of data, their storage technologies and analysis tools and visualization of data. After the workshop the participants shall have updated knowledge and skills on the following aspects:

- Advanced Excel and its application
- Types of data
- Problems and tools to handle data
- Concepts of Data Lake and Data Ocean
- Descriptive analytics
- Predictive and prescriptive analytics
- Different tools for analytics and data integration

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- Excel for data analytics and visualization.
- Future technologies and application in market prediction

Workshop Methodology
The workshop will be organized on highly participative lines. The training methods will include lectures, group discussions, exercises, presentations, case studies, etc.

Faculty
Sh. B.G. Gupta is highly accomplished trainer and consultant with national and international experience in providing training and consultancy services in the field of IT applications in business and governance, monitoring and evaluation with more than 20 years experience of commissioning and use of IT for MIS, Project Management and other management systems. He is having rich experience in providing consultancy and training services in e-Governance, Information Security, IT Applications in Business & Governance, DPR/RFP Preparation & Appraisals, Contract & SLA Management, Project Management, MIS, BPR/GPR, GIS, SCM/ERP, E-commerce to Governments, Private & public sector organizations in India and overseas. He has been invited as faculty for NISG, IIPA, NEGD organized Training Programs. He has conducted a number of workshops and is having huge experience on Excel and Data Analytics.

Dr. Kingshuk Srivastava earned his Ph. D in Computer Science Engineering from University of Petroleum and Energy Services, Dehradun. His field of research is AI, Data Warehousing, Data Science and NOSQL databases. He was the topper and Silver Medallist in M. Tech. from UPES. After a short stint in the industry with "Planman Technology", Dr. Kingshuk is presently working as a faculty for the last eight years in UPES at the "School of Computer Science Engineering". He has conducted workshops on Big Data Hadoop, AI and Machine Learning under Management Development Program. He has supervised and mentored Three PhD & several projects under Business Analytics, Business Intelligence and Big Data IoT. His other areas of interest consist of Big Data, Business Analytics, Business Intelligence, Storage Technology, Oil & Gas sector and Data Warehousing.

Multiple workshops organized by NAHRD have been attended and appreciated by officers of organizations that includes but not limited to Ministry of Agriculture, Ministry of Road Transport & Highways, Ministry of Commerce & Industry, LIC of India, Reserve Bank of India (RBI), Securities & Exchange Board of India (SEBI), Coal India Ltd., Engineers India Ltd, FSSAI, Tariff Authority of Major Ports, Indian Oil Ltd, BPCL, IITs, NITs, IIITs, IIMs, IHMs, NHPC, Bank of Baroda, State Bank of India, Punjab National Bank, NABARD, DFCCIL, HUDCO, HAL, JNPT, Syndicate Bank, IDBI Bank, Quality Council of India, Telecom Regulatory Authority of India, Delhi University, Export- Inspection Council of India, Spices Board, Rail Land Development Authority, ONGC, Indian Space Research Organization, Directorate of Advertising & Visual Publicity, Border Security Force, GIC of India, EXIM Bank, Delhi Metro Rail Corporation, Mumbai Metro Rail Corporation, Election Commission of India, North Eastern Council, India Trade Promotion Organization, IREDA, Dredging Corporation of India Ltd., TIFAC, Bharat Dynamics Ltd. and many more.

Participation Fee:

Single Occupancy- Rs. 74,000/- plus GST @ 18% per participant

Twin Sharing- Rs. 65,000/- plus GST @ 18% per participant

Non-Residential- Rs. 50,000/- plus GST @ 18% per participant

The participation fee for residential participants covers the cost of accommodation, meals & study material of the participants. Spouse/ family members are welcome on additional all-inclusive nominal charges in case nomination of the participant is on single occupancy. Twin Sharing is available only in case even number of participants of same gender from same organization. The participation fee for non-residential participants covers the cost of lunch & study material.

Venue: Peerless Resort and any other 4 star property at Port Blair (details will be provided one week before the workshop)

Check In- 10.12.2025 (12:00 P.M.)   **Check Out**- 14.12.2025 (09:00 A.M.)

The workshop will commence at 9:30 A.M. on 11.12.2025 and will conclude at 5:30 P.M. on 13.12.2025. However, there will be an introductory session on 10.12.2025 after all participants have reported at the venue. In case of non-availability of rooms at training venue as on date of nomination, arrangements for stay shall be made in another property.

Nominations may be sent through post/ email by providing participants' name, designation, contact number & e-mail ID along with cheque/DD in favor of National Academy of Human Resource Development payable at New Delhi. Please note that participation fee is to be paid at the time of nomination. Registration form can be obtained from our website. In case of payment through electronic mode, details are as under:

Name of the Beneficiary: National Academy of Human Resource Development

Bank: Kotak Mahindra Bank. A/c No. 8912179265. CA. IFSC Code. KKBK0004620

PAN: AAJFN7963N   GSTIN: 07AAJFN7963N1ZF

For further information or clarification kindly contact:

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Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nominated participant is not able to attend the workshop due to any reason and no substitution is made, fees shall still be payable. In case fees have already been paid, same shall be liable to be forfeited.

Limited seats available for the present workshop and hence the nominations will be accepted on first-come-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating. Last date for accepting nominations is **25.11.2025**.

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity.

Thanks & Regards

For NAHRD