

Rohit Kumar

Data Analyst @ Goonj | Operations • Reporting • Data Structuring • Workflow Coordination

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Professional Summary

Systems-oriented operations and data professional with hands-on experience in field operations, workflow coordination, reporting, and operational data structuring at Goonj. Experienced in monitoring field-level information, maintaining operational tracking systems, and supporting decision-making through organized reporting and analytics. Continuously building technical skills in data analysis, Python, Linux, cybersecurity fundamentals, OSINT basics, and AI-assisted workflows.

Professional Experience

Data Analyst — Goonj | Mar 2026 — Present

- Analyzing and structuring field-level operational data for reporting and execution support.
- Managing operational tracking systems and maintaining reporting accuracy.
- Supporting workflow coordination and decision-making through organized data handling.

Sanjha Operations Support — Goonj | Nov 2025 — Mar 2026

- Supported backend operations and regional field-data coordination.
- Improved communication and operational reporting across teams.
- Maintained structured documentation and tracking systems.

Urban Relation Coordinator — Goonj | Oct 2025 — Nov 2025

- Managed volunteer coordination and campaign operations.
- Handled reporting, tracking, and community engagement activities.

Fellow — Goonj | Sep 2024 — Sep 2025

- Worked on grassroots initiatives and rural community engagement.
- Conducted field visits and documentation activities in Rajasthan and Chhattisgarh.

Skills & Tools

Data & Analytics: Excel, Google Sheets, Reporting, Data Cleaning, Data Structuring, Analytics

Operations: Workflow Coordination, Field Operations, Documentation, Operational Tracking

Technical: Python (Learning), Linux, OSINT Basics, Cybersecurity Fundamentals, Salesforce

AI & Productivity: Prompt Engineering, ChatGPT, AI Research Tools, Google Workspace

Certifications

- **Pre Security Certificate** — TryHackMe
- **The Legend of Python** — Codédex

Projects

Kolabo AI Media Kit Generator — kolabo.tech

AI-powered media kit generation platform designed to help creators and professionals generate structured modern media kits efficiently using AI-assisted workflows and prompt engineering.

Interests

Operational Intelligence • Data Systems • AI Workflows • Prompt Engineering • Cybersecurity • Linux • Research • System Thinking