

Parminder Singh

MIS & Data Analyst | Power BI | SQL | Advanced Excel

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PROFILE

MIS & Data Analyst with **9+ years of experience** in financial operations, MIS reporting, and data management. Strong expertise in **Advanced Excel, Power BI, SQL, and data analysis**, with proven ability to automate reports, build dashboards, track KPIs, and deliver accurate business insights for management decision-making.

SKILLS

MIS & Data Analysis:

MIS Reporting, Data Analysis, Business Intelligence (BI), Dashboarding, KPI Tracking, Financial & Operational Reporting, Ad-hoc Reporting, Stakeholder Reporting, Data Reconciliation, Data Validation, Process Automation, Reporting Accuracy

BI & Analytics Tools:

Advanced Excel (Pivot Tables, Power Query, Lookups, Macros – basics), Power BI (DAX, Data Modeling, Interactive Dashboards, Data Visualization)

Databases & SQL:

SQL Server, MySQL (Joins, CTEs, Aggregations, Subqueries)

Data Engineering Concepts:

ETL Processes, Data Cleaning & Transformation, Data Warehousing, Medallion Architecture

Tools & Platforms:

Excel, Power BI, SQL Server, MySQL, GitHub

EXPERIENCE

AVS Holidays Pvt Ltd

Delhi, India

Charging Executive

Sep 2024 – June 2025

- Prepared **daily & monthly Excel reports** for credit-card transactions with **100% reconciliation accuracy**
- Automated financial templates → **reduced manual reporting effort by 30%**
- Improved month-end closing speed by streamlining reconciliation workflows

Ram Building Solutions

Delhi, India

Assistant Accountant

May 2020 – Aug 2024

- Processed **200+ invoices monthly** with strict data accuracy and validation controls
- Supported quarterly financial reporting and audits, identifying **10% cost-saving opportunities**
- Built reusable **Excel reporting templates** adopted across departments

Career Connect

Delhi, India

Office Administrator

Mar 2016 – Apr 2020

- Managed financial and administrative Excel reports with **99% data accuracy**
- Optimized reporting workflows, improving team efficiency and reducing delays by **20%**
- Coordinated cross-functional data reporting for management review

PROJECTS

Financial Analytics & MIS Automation (Advanced Excel)

- Built automated MIS reports using Pivot Tables, Power Query & formulas
- Analyzed revenue, expenses & variance trends for management reporting
- Reduced manual reporting effort and improved decision accuracy

Mobile Sales MIS Dashboard (Power BI)

- Designed interactive sales & performance dashboards using Power BI & DAX
- Tracked region-wise sales, revenue trends & KPIs
- Enabled management to monitor performance in real time

Medallion Data Warehouse Project (SQL Server)

- Implemented **Bronze → Silver → Gold** data warehouse architecture
- Built ETL pipelines to transform raw operational data into reporting-ready tables
- Improved query performance by **40%** using indexing & optimized schema

EDUCATION

Delhi University

Delhi, India

Bachelor of Commerce (B.Com)

2008 – 2012

- Completed with strong foundation in Accounting, Finance & Business Mathematics

CERTIFICATIONS

- ICAI – CPT (Common Proficiency Test) Cleared
- ICAI – Computer Training Course (ITT)
- ICAI – Orientation Programme

ACHIEVEMENTS

- Completed **11+ end-to-end MIS & data analytics projects** from raw data to dashboards
- Self-learned **Excel, Power BI, SQL & Data Warehousing** while working full-time
- Built a public portfolio showcasing **real-world MIS dashboards and reporting projects**