ABHINAV SINGH

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SUMMARY

Dedicated and analytical Data Administrator with 3 years of experience in data administration, database management, report generation. Skilled in data extraction, transformation, and loading (ETL) processes. Proficient in MySQL Database, data visualization tools Power BI, SQL, and Excel. Proven ability to create databases, develop complex queries, and deliver insightful reports. Seeking to leverage expertise in data analysis and visualization to contribute to impactful projects in a dynamic organization.

SKILLS

Programming and Database: Python, MySQL, DAX, MS-Access
Web Languages: HTML, CSS, JS, PHP
Dashboarding: Microsoft Power BI, Tableau, Excel
Operating System: Windows 11, Linux
Python Libraries: Pandas, NumPy, Matplotlib, Seaborn

PROFESSIONAL EXPERIENCE

Assistant Data Administrator, Robotics Vouchers Pvt. Limited, Ranchi
October 2021 – April 2024
Key Responsibilities

- Designing of Test scenarios, plans and test procedures based on use-cases
- Writing and Execution of test cases
    - Functional, Integration and Regression testing
    - Database testing – Test Data Generation, Data Validation
- Defect Reporting & Tracking
- Writing SQL queries to validate the data in the database to ensure data integrity
- Developing impactful dashboards in Power BI and Excel to present the reports effectively.

PROJECT #1 Departmental Store Billing System (Feb 2023 – January 2024)
Ensuring the integrity, functionality, and efficiency of the database system.
Team Size: 5
Tools: MySQL Workbench, Excel, Power BI, Chrome, Google Docs, JIRA
Roles and Responsibilities:

- Query Testing and Optimization: Conducted rigorous testing of SQL queries to ensure accuracy, efficiency in data retrieval and manipulation.
- Database Modification: Modification of database schema, designing tables and defining relationships and establishing data constraints.
- Test Case Validation: Executed test cases systematically, identifying and resolving any discrepancies or anomalies to ensure data consistency and reliability.
- Report Generation Using Queries: Leveraged SQL queries to extract relevant data from database to generate reports.
- Data Visualization: Created powerful dashboards in Power BI using different charts and KPI metrics.

PROJECT #2 Marwari College Ranchi Online Admission & Examination Portal (Nov 2021 – Jan 2023)
Multifaceted and encompassed various responsibilities to the success of project.
Team Size: 4
Tools: HTML, CSS, MySQL, PHP, Excel, Postman, Jquery, JSON, JS.
Roles and Responsibilities:

- Database Schema Design and Modification: Creating and modifying database schema and data constrains.
- Validation Implementation: Implemented comprehensive data validation mechanisms across the portal's forms to ensure data accuracy and integrity.
- Integration of Payment Gateway: Collaborated with third-party payment service providers to configure and customize integration-process, ensuring compliance with industry standards and security protocols.
- Fronted UI Designing: Helped in creating various forms using HTML and CSS.

- Form Validations: Helped in creating predefined rules or constraints to ensure data accuracy using JavaScript, PHP to post the data and retrieve it.

PROJECT #3 Virtual ERP (Mar 2021 – Nov 2021)
Creating various Dashboards using Power Bi and Excel for the accounts department.
Team Size: 2
Tools: Power BI, Excel, MS-Access
Roles and Responsibilities:
- Financial Performance Dashboards: Overview of key financial metrics such as revenue, expenses, profits and cash flow.
- Balance Sheet Dashboards: To present the current financial position of organization by showing assets, liabilities, and equity.
- Cash Flow Dashboards: Tracks the movement of cash in and out of organization, including operating, investing, and financing activities
- Financial Ratios Dashboard: Calculates and visualizes various financial ratios such as liquidity ratios, profitability ratios, and efficiency ratios.

CERTIFICATIONS

- Google Data Analytics Professional Certificate
- Data Visualization with Power BI
- Python for Machine Learning
- Probability for Data Science
- Statistics for Data Science
- SQL for Data Science
- Data Analysis using Excel
- Logistics Regression
- Regression Analysis using R
- NoSQL Database

EDUCATION

Jaipur National University | *Bachelor in Computer Applications*   **February 2021**
- **6.51 CGPA or 61.87%**

Cambrian Public School | *12th Computer Science*   **May 2017**
- **6.48 CGPA or 61.6%**

PERSONAL PROJECT

Rental Property Search Platform
- Marketing Campaign Results Analysis Report