##### Aditya Chawla

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##### Personal Profile

A Result Oriented Professional with rich experience of over 6 years in diverse roles of MIS, Analyst having sound knowledge of MS-Excel Spreadsheet and good knowledge of SQL. Ability in creating all kinds of format through strong analytical mind with an expertise in MS-Excel.

##### Organizational Experience

1. Working with **Calibrated healthcare System PVT LTD** as a **MIS Analyst** from June 2015 till date.

**Key Role & Responsibilities**:

* Assign & Distribution and Compilation work for respective teams, making attendance in night shift.
* Working on daily support emails and handling all ***DML/DDL*** work on **SQL Server 2008.**
* Creating hourly, Day End production report and Crystal Report generation using VBA Automation.

1. Worked with **Fareportal India PVT LTD** as a **Sr. Executive** in audit teamfrom Feb. 2014 to June 2015.

**Key Role & Responsibilities**:

* Audit UK and US Airline Reservation Tickets via GDS Saber and Amadeus Software.
* Report to concern team about ticketing and documentation error and make report on Daily Basis.

1. Worked with as a **Retail Operations Executive** at FashionandYou.Com **(A Division of SMILE Group)** from May ‘2011 to feb14.

**Key Role & Responsibilities**:

* Creating and maintaining reports in Excel that allows the company to get information on daily business activities.
* Extract data from the database with all related information required to execute an event.
* Data management of operations department (Add, Update, Remove).
* Provide require data to concern person on daily, weekly, and monthly basis
* Weekly report to the Higher Management showing the current stock position lying at the Warehouse and suggest aging stocks lying at the warehouse.
* Make sales performance reports and analyzing them from company prospect.
* Single point of contact for all Clearance Event and overall responsibility of product planning, product positioning in the event.
* Gathering and synthesizing product requirements and product integration issues.

1. Worked as a **Process Associates** in **Hanu software.** From 25 Nov 2010 to May 2011.

**Key Role & Responsibilities**:

* QA the Job Search the new job site and Check new opening UK & US site.
* Describing the Error, inform to client by outlook mail, check all link of job posting.
* Generate Data & Performance Analyzing Reports.
* Preparing Daily, Weekly & Monthly Reports. Data coordinating with teams to get the data. Monitoring & updating of data.
* Design reporting formats to provide accurate information in a clear and concise manner.
* Monitor Data processing Team.
* Query handling of each client irrespective of its relation to any database of Branch.

1. Worked with **Suntec web services** as a **Sr. Computer Operator acting TL** Oct 2006 to Oct 2010.

**Key Role & Responsibilities**:

* + Responsibilities included business requirements gathering and documentation, data cleansing and extraction, report design and implementation, and testing (QC).
  + Working in a team of 12 members as a **Sr. Data Analyst** on ekoventure and Tai project.
  + Extract and convert data into an Html readable format on website ekoventure.com.
  + Research Data of various Tour suppliers through their own database on their individual websites and modifies that into a standard format and put into EKOVENTURE main Database EKOSTAR through CRM (Designed in ASP.NET)
  + Designed and developed various reports on daily basis and coordinate with PL for daily update.
  + Capture and editing and cropping the Images.

##### Computer Literacy

* **Operating System :** Microsoft Windows 95, NT, 98, XP
* **Database :** SQL Server 2005, v18, 2008, Excel365
* **Language :** *Python3.0 (Pandas, Core Python)*
* **Package Known :** MS-OFFICE, HTML, CSS, XML, Django
* **ANIIT** (Software Engineering (*C#, SQL, RDBMS, ADVANCE JAVA*), Computer Diploma Course from NIIT Rohini Branch in 2011.
* **MCA certificate** course from **NIBMT (South EX.)**.
* **Python Programming Language course from LearnVern 2022.**
* **Desktop Application Windows Form C# course from Udemy.**
* **C# Course certification course from LearnVern2021.**

##### Academic Qualifications

* **B.A. Degree Course,** from **Delhi University** in the year 2005.
* Passed 12th from CBSE.
* Passed 10th from CBSE.

##### Strength

* + Ability to work on *SQL* advance query (**Indexing, subquery, joins (Inner, Outer Query, Self, nested loop, EQUI and NON-EQUI Joins, semi and anti-semi joins, Multi-Join queries, join algorithms**).
  + I have good capability to handle any database query on the MS Excel and good knowledge of formulas. **(VBA, VLOOKUP, HLOOKUP, MATCH, INDEX, SUMIF, COUNTIF, IF, ISERROR, Validation, Conditional formatting, All Text Function, PIVOT TABLE, EXACT etc.).**

##### Personal Details

Father’s Name Shri Ganesh Dass

Date of Birth 22nd July 83

Marital Status Married

Sex Male

Language known Hindi & English

Hobbies Listening Music, Play Cricket

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: -SIGNATURE

Date: - (**Aditya Chawla**)