

Aditya Jagtap

Data Analyst | Power BI Developer | SQL & MIS Specialist

Aundh, Pune | +91-9307512880 | Jagtapaditya118@gmail.com | [Linkedin.com/in/aditya-jagtap-](https://www.linkedin.com/in/aditya-jagtap-)

Professional Summary

Data Analyst with hands-on experience in WFM reporting, MIS operations, and business intelligence. Skilled in turning complex data into meaningful insights using Power BI, Tableau, SQL, and advanced Excel. Known for improving reporting accuracy, automating dashboards, and supporting decision-making for cross-functional teams. Strong in documentation validation, KPI monitoring, and streamlining operational processes in fast-paced environments.

Technical Skills

- Visualization: Power BI, Tableau
 - Analytics & Automation: DAX, ETL, Dashboard Design, KPI Tracking, Reporting Automation
 - Programming: Python (Pandas, NumPy – Basic Level)
 - Data Management: SQL (Joins, Aggregations, Subqueries), Power Query, Excel (VBA, Macros, PivotTables), Google Sheets
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Internship

Data Analyst Intern | AI Variant (Jan 2025 - Oct 2025, Remote)

- Worked on data cleaning, SQL queries, and dashboard automation using Power BI & Tableau.
 - Designed and published interactive dashboards for business KPI tracking.
 - Created visual drill-down reports and DAX-based metrics to identify performance trends.
 - Collaborated on real-time SQL Server setup for team data sharing and analytics workflow.
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Professional Experience

Junior Data Analyst | SMC Real Estate Advisors Pvt. Ltd. (Mar 2023 - Sep 2024, Pune)

- Coordinated agreement and documentation processes with RMs, builders, and clients, ensuring everything was completed on time and without errors.
- Transformed weekly lead data into clear, easy-to-read Power BI dashboards, helping 12 teams track their performance more effectively.
- Prepared accurate monthly booking MIS reports and performed RTA-style checks to confirm all data and documents were fully updated.
- Managed token-tracking reports and prepared RM incentive invoices, keeping payment records organized and following up with builders when needed.
- Helped onboard new RMs by training them on operational workflows, documentation steps, and reporting standards.

MIS & Data Executive | Broker Network Pvt. Ltd. (Jan 2022 - Feb 2023, Pune)

- Delivered accurate daily attendance, productivity, and RTA reports, improving data visibility for leadership and reducing reporting errors by 25%.
- Supported real-time workforce management by tracking Productive hours, idle time, and break adherence, helping team leads optimize performance.
- Coordinated weekly roster planning based on staffing needs and team preferences, ensuring consistent shift coverage.
- Built a streamlined Google Sheets automation system that consolidated data from multiple teams, cutting manual effort by 40%.
- Monitored key ops metrics—call volumes, leads uploaded, and data fetched—to support daily decision-making and performance reviews.

Education

Savitribai Phule Pune University
B.Com (Accounting & Costing)

Pune, Maharashtra
2019 – 2022

Projects:

1. E-Commerce Sales Analytics Dashboard (Power BI)

Objective: Provide insights into sales trends, product performance, and delivery efficiency.

Impact: Helped boost revenue and optimize delivery timelines through interactive data insights.

Details:

Built a Power BI dashboard with KPIs — Total Revenue, Orders, Avg Review Score, and Top Categories. Implemented drill-downs and slicers for city, category, and payment mode.

Link: <https://bit.ly/AdityaJagtap-EcommerceProject>

2. Bank Transactions Analytics Dashboard (Power BI, SQL)

Objective: Monitor branch performance, customer behavior, and detect transaction anomalies.

Impact: Improved operational visibility and helped identify high-value customers efficiently.

Details:

Designed a Power BI dashboard with KPIs — Total Transactions, Average Transaction Value, Branch Performance, and Customer Segmentation. Added dynamic slicers for account type, branch, and timeline analysis.

Link: https://bit.ly/Aditya_Jagtap-Bank_Transaction_Project

3. Bank Loan Analytics Dashboard (Tableau)

Objective: Track loan disbursements, repayments, defaults, and branch-level performance.

Impact: Enabled risk monitoring and supported faster, data-driven lending decisions.

Details:

Developed an interactive Tableau dashboard with KPIs — Total Loan Amount, Repayment %, Default Rate %, and Top Clients/Branches. Added drill-downs by year, branch, loan status, and client category.

Link: https://bit.ly/Aditya_Jagtap-Bank_LoanAnalytics_Project

Certifications

- **Data Analyst Certification** – ExcelR (Distinction): Modules – Power BI & DAX, Tableau, Advanced Excel (Macros & VBA), SQL
- **Certificate Program in Data Analyst** – NASSCOM (IT-ITeS SSC): Gold Level, 90% Score (Aligned to Govt. Standards)
- **Data Analyst Internship** – AI Variant (Jan 2025 – Oct 2025): Hands-on Power BI, Tableau & SQL projects