Ajay Sable

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SUMMARY

Highly motivated and detail-oriented BCA graduate with hands-on experience in data analysis, reporting automation, and dashboard development through internship projects. Proficient in Excel (pivot tables, VLOOKUP, charts), SQL (data extraction and filtering), and Power BI (KPI tracking, DAX, Power Query). Skilled in data cleaning, visualization, and delivering actionable insights to support business decisions. Strong understanding of database management, performance reporting, and business intelligence concepts. Seeking an entry-level role in data analytics, MIS, or reporting where I can contribute to data-driven operations and grow professionally.

EXPERIENCE

Data Analyst Intern - Greateway Software Pvt. Ltd, Pune, India   **Apr 2024 - Sep 2024**

- Developed interactive Power BI dashboards that improved internal reporting efficiency by 30%

- Used SQL to extract, join, and filter large datasets for weekly client performance reports

- Cleaned and transformed raw data using Excel, ensuring 100% data accuracy and completeness

- Collaborated with cross-functional teams to automate KPI tracking and trend reports

- Delivered actionable insights through charts and reports for strategic planning

PROJECTS

1.   **HR Analytics Dashboard, Link**

Tools: Excel, Power BI , Chatgpt   **Jul 2024 - Aug 2024**
   - Built real-time Power BI dashboard to visualize attrition, hiring trends, gender diversity, and team performance
   - Automated reporting workflows and reduced reporting time by 30%
   - Improved HR decision-making and diversity monitoring by 25%

2.   **Customer Sentiment Analysis Dashboard, Link**

Tools: SQL, Power BI, Power Query, DAX   **Aug 2024 - Sep 2024**
   -Collected and cleaned data from surveys and emails; classified sentiment using keyword mapping
   - Created KPI summaries with dynamic filtering for sentiment trends by region/channel
   - Enabled the support team to detect and address negative sentiment patterns

SKILLS

Data Analysis	**:** Excel (Advanced Formulas, Pivot Tables, VLOOKUP), SQL (Joins, Filtering), Data Cleansing, DAX, Power Query
Business Intelligence Tool	**:** Power BI (KPI Visualization, Dashboard Design, Data Modeling)
Database Systems	**:** MySQL
Other Tools	**:** Microsoft Office, Google Sheets, Power Point, MS-Word
Soft Skills	**:** Detail-oriented, Analytical Thinking, Collaboration, Time Management

EDUCATION

Bachelor of Computer Applications (BCA) - Genba Sopanrao Moze College, Pune   **June 2020 – Oct 2023**
CGPA: 7.85

Languages

English, Hindi, Marathi (Native)

CERTIFICATIONS

Data analyst course & Internship certification, Greatway Software Pvt.Ltd.

Generative AI Course certification, Jaro Education.

Digital Banking and Payments certification, Jaro Education.

DECLARATION

I Hereby declare that the above- mentioned information is correct up to my knowledge and I bear the responsibility for correctness of above mentioned particulars.

Date :   Signature: