AMALIKA BHATTACHARJEE HAZRA

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🌐 GitHub: github.com/Amalika04/Dashboard-Projects

Detail-oriented and proactive professional with over 6 years of experience in back-office operations at TCS, specializing in handling large datasets related to smart and AMR meters. Proficient in Excel reporting, dashboard creation, and data analysis. Known for high performance, receiving multiple 'Employee of the Month' awards and client-manager appreciations. Currently upgrading skills through a Data Analysis course (PBA Institute & IRA Skills) with expertise expanding into Advanced Excel, Power BI, Power Point, SQL, Oracle, Python, and VBA. Seeking a full-time, remote data-focused role to apply analytical skills and drive impactful business insights.

SKILLS

- EXCEL & ADVANCED EXCEL: DATA CLEANING, DASHBOARDS, PIVOT TABLES, VLOOKUP/XLOOKUP, CHARTS & FORMULAS

- POWER BI: DATA MODELING, REPORT BUILDING, INTERACTIVE DASHBOARDS

- POWERPOINT: BUSINESS PRESENTATIONS, VISUAL STORYTELLING

- SQL & ORACLE: TABLE CREATION, QUERIES, AGGREGATE FUNCTIONS, JOINS

- VBA & PYTHON: BASIC AUTOMATION WITH AI ASSISTANCE

- REMOTE TOOLS: MS TEAMS, ZOOM, OUTLOOK; STRONG COMMUNICATION AND INDEPENDENT WORK CAPABILITIES

EDUCATION

Bachelor of Commerce (Accountancy Honours) – Raja Peary Mohan College, Uttarpara (2018)

LANGUAGE

English, Hindi, Bengali

CERTIFICATIONS & COURSES

- Data Analysis Course (Ongoing) – PBA Institute (Howrah) & IRA Skills (Online)
- Expected Certification by July 2025

JOB PREFERENCE

Looking for a full-time permanent work-from-home opportunity.

PROJECTS

Excel Sales Dashboard:
- Developed an automated sales dashboard using pivot tables, slicers, and conditional formatting
- Enabled monthly sales trend analysis and category-wise breakdown
- Reduced manual reporting time by 50%

Power BI Dashboard Project:
- Created interactive dashboard visualizing KPIs, regional sales, and performance metrics
- Used DAX functions for calculations and implemented filters for dynamic insights
- Helped stakeholders track progress and make data-driven decisions

SQL/Oracle Employee Data Analysis:
- Worked with EMPLOYEE and SALGRADE tables to perform data extraction and aggregation
- Used GROUP BY, WHERE, JOIN, and aggregate functions like COUNT, MIN, MAX
- Created new entries and queried for employees based on DOJ, SGRADE, and salary analysis

EXPERIENCE

TATA CONSULTANCY SERVICES (TCS) – EDFE PROJECT
BACK-OFFICE BPS EXECUTIVE | DEC 11, 2018 – PRESENT
- HANDLE AND MAINTAIN LARGE-SCALE DATASETS RELATED TO SMART METERS AND AMR METERS
- PUBLISH EXCEL-BASED REPORTS AND DASHBOARDS FOR BUSINESS INSIGHTS
- RECOGNIZED AS 'EMPLOYEE OF THE MONTH' MULTIPLE TIMES
- APPRECIATED BY CLIENTS AND MANAGERS FOR DATA ACCURACY AND PERFORMANCE EXCELLENCE