Aman Sah

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PROFESSIONAL SUMMARY

Results-driven Data Analyst & MIS Executive with 6+ years of experience in data analytics, MIS reporting, and business intelligence. Expert in Advance Excel, Power BI, VBA, SQL, Tableau, and , with proven ability to deliver automated reporting solutions, improve operational efficiency, and enhancedata-driven decision-making. Adept at predictive analytics, HR analytics, and process optimization.

CORE SKILLS

• Data Analytics & Visualization: Power BI, Tableau, Advance Excel (Pivot Tables, VLOOKUP, Data Validation)-6years

• Programming & Automation: VBA Macros, Google App Script-6 years

• Database Management: SQL (Data Storage, Retrieval, Query Optimization)-4 years

• Reporting Tools: Automated Dashboards, MIS Reporting, HR Analytics Reports-6 years

• Predictive Analytics: Forecasting, Trend Analysis, Statistical Modelling-6 years

• Business Process Optimization: Workflow Automation, KPI Tracking-4 years

• Soft Skills: Problem Solving, Cross-Functional Collaboration, Process Improvement-6 years

PROFESSIONAL EXPERIENCE

Senior MIS Executive / Data Analyst – Intellipaat Software Solutions Pvt. Ltd | Bangalore | Jul 2024 – Nov 2024

• Created and managed reports for 5,000+ employee call logs, attendance, and productivity.

• Developed monthly course-wise complaint reports improving customer satisfaction insights.

• Automated productivity tracking using Advance Excel & Power BI, reducing manual work by 30 hours/month.

• Delivered sales and purchase reports to optimize procurement and revenue tracking.

• Collaborated with HR for accurate salary and attendance analytics.

• Conducted ad-hoc data analysis to support decision-making in operations and management.

• Created interactive dashboards for leadership to track performance KPIs in real time.

• Ensured data accuracy through regular audits and validation checks.

HR Analyst – Zetwerk Manufacturing Businesses Pvt. Ltd, Bangalore | Jun 2023 – Dec 2023

- Designed and maintained HR Analytics System to monitor employee KPIs.

- Generated monthly HR reports on sales, expenses, and engagement metrics.

- Improved forecasting accuracy by 25% through predictive analytics.

- Established secure data retention policies in compliance with company standards.

- Supported HR in manpower planning and attrition analysis.

- Developed visual analytics for workforce diversity and skill mapping.

Data Analyst – K12 Techno Services Pvt. Ltd, Bangalore | Oct 2022 – Mar 2023

- Developed MIS dashboards for sales, revenue, and performance tracking.

- Automated data processing workflows using VBA & SQL.

- Conducted deep-dive data analysis to identify operational improvement areas.

- Designed data collection templates to standardize reporting processes.

- Provided actionable recommendations to improve operational efficiency.

MIS Executive – Poddar Car World, Jalpaiguri | Sep 2017 – Jun 2022

- Managed MIS operations for sales, inventory, and service performance.

- Created automated Advance Excel dashboards to track key business metrics.

- Prepared monthly sales, service, and spare parts performance reports.

EDUCATION
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- B.Com (Accounting & Finance) – Cooch Behar Shree Hindi Vidyalaya (2011)

- Bachelor of Computer Applications – Jaipur National University, Jaipur (2019)

CERTIFICATIONS
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- Power BI Certified – Simplilearn

- Google Analytics Certification – Google

- Advance Excel Macros & VBA – LinkedIn Learning

ACHIEVEMENTS
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- Automated reporting system saving 30+ hours/month.

- Improved HR retention rates by 20% via optimized analytics.

- Increased reporting clarity by 40% through enhanced data visualization.