Soft Skills

- Data Entry
- Data-Driven Mindset
- Analytical Thinking
- Proactive Problem-Solving
- Process Improvement
- Administrative support
- Market intelligence
- Data Cleansing
- Business reporting
- Proactive learning
- Adaptability

Hard Skills

- **Microsoft Office Suite** (advanced functions, macros, pivot tables)
- **SQL** (data extraction, querying)
- **Tableau** (data visualization)
- **Database Management**
- **Data Analysis & Reporting**
- **Documentation & Process Standardization**
- **Data integrity + metrics analysis**
- **Python** (data transformation, automation)
- **IBM Statistical Package for Social Sciences** (SPSS)
- **Power BI** (reporting, visualization)
- **Looker** (business intelligence)
- **HTML**
- **Portfolio Website:** arjjoon24.github.io/arj-analytics-portfolio

References

- **Tony Gill –** Director of Sunrise Credit Solutions - **647-298-1153**

- **Khalid Abdenur** – former supervisor at Lifeworks- **647-703-5292**

- **Nico Magana** – former supervisor at Zara- **289-892-6426**

ARJUN PURI

arjunpuri321@yahoo.com | (647)-867-7406

Profile

Adaptable and detail-oriented professional with proven experience in both healthcare IT and general data-driven environments. Skilled in SQL, Python, Excel, and Tableau for data extraction, analysis, and visualization to support operational efficiency and strategic decision-making. Experienced in managing sensitive information with strong attention to privacy and compliance standards. Adept at streamlining workflows, documenting technical processes, and collaborating cross-functionally to deliver high-quality, data-informed solutions. Known for strong communication, problem-solving abilities, and a proactive mindset, combined with reliability and resourcefulness to drive results across diverse industries. Portfolio (SQL · Tableau · Python): arjjoon24.github.io/arj-analytics-portfolio

Career Specifics

Sunrise Credit Solutions   Toronto, ON
Data Analyst   May 2023 – Feb 2025

- Developed and maintained Excel-based reports to monitor key business metrics, ensuring high data accuracy and consistency to support informed decision-making.
- Cleaned, organized, and structured large datasets to facilitate efficient reporting and actionable insights for management.
- Ran SQL queries to extract data from internal databases for reporting and ad hoc analysis.
- Automated reporting processes using Excel macros and Tableau dashboards, significantly improving reporting efficiency and reducing manual effort.
- Documented data processes and reporting methodologies, promoting knowledge sharing and ensuring consistency across the team.
- Collaborated closely with management and team members to verify data integrity and promptly resolve discrepancies, maintaining reliable reporting standards.
- Applied Python for routine data transformation tasks including, filtering, merging, and preparing datasets for analysis, contributing to smoother report generation and process automation.
- Conducted exploratory date reviews to detect anomalies, trends, and outliers, supporting all stakeholders in identifying key operational insights for performance improvement.
- Contributed to enhancing internal reporting frameworks, offering feedback and collaborating with the team to streamline data workflows and improve visualization clarity.
- Leveraged Power BI and Looker to explore performance data, support ad hoc analysis, and enhance internal reporting workflows
- Quick to learn tools; actively expanding knowledge in GIS and spatial data to enhance public health reporting capabilities.

LifeWorks   Toronto, ON
Administrative Assistant   April 2021 – April 2023

- Responsible for managing telephone calls, **writing letters** and documents, taking minutes at meetings and collating statistics daily.
- Providing support to the company through both administrative and **clerical duties**.
- Maintaining the office's stationery, catering supplies and IT equipment.
- Involved in the typing and creation of documents as well as the processing of client information.
- Providing a high standard of service to customers.
- Logging information on internal systems.
- Recording and updating customer databases through excel.
- Always maintained high office standards and a professional working environment.
- Typing up, preparing and then distributing the minutes of meetings.

ZARA   Scarborough, ON
Sales Associate   Jan 2016 – April 2021

- Contacting prospective clients, assessing their requirements then selling them the company's products and services that match their needs.
- Working as part of the sales team to develop both new and existing markets.
- Identifying and then researching potential leads and opportunities.

Education & Certifications

York University   Toronto, ON
Major: Honours Bachelor of Health Studies: Health Policy, Management, and Informatics

Oracle Database SQL
Postgres SQL - Udemy
Tableau Desktop Specialist