# Ashok Singh

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Results-driven Business & Data Analyst with expertise in Power BI, SQL, Excel, and Apps Script, currently driving data automation and dashboard development at Physics Wallah. Solely managed and streamlined the entire data process — from multiple source integration to database management and visualization — improving accuracy, efficiency, and decision-making across school operations.

## EDUCATION

**IIIT Bangalore | UpGrad**
CERTIFICATION COURSE IN DATA SCIENCE | Dec 2023 |
CGPA: 3.6 / 4.0

**GRAPHIC ERA HILL UNIVERSITY**
B. TECH (C.E) | 2018 |

## LINKS

GitHub: Ashok-750098

## COURSEWORK

**DATA ANALYST**
Data Analysis in Excel
Python for Data Science
Data Cleaning and Transformation
Exploratory Data Analysis
Big Data Analytics
Inferential Statistics
Hypothesis Testing
Data Visualization in Python
Machine Learning
SQL and Data Base Design
Git and GitHub
Cloud and AWS
Cloud Computing

## SKILLS

**PROGRAMMING**
Python • Gsheets • MySQL
Power BI • Statistics • Machine Learning

Familiar:
NLP • AWS • Big data Analytics • Git • Spark

## ADDITIONAL SKILLS

Emotional Intelligence •
Adaptability • Thoughtful ability •
Research Skills
Strong Troubleshooter • Curiosity •
Dashboards • Jupyter Notebooks

## EXPERIENCE

**Physics Wallah** | Business Analyst | June 2024 - Present | Noida, IND
Key Responsibilities:
- Built and maintained **Power BI dashboards** (Admissions, Finance, Operations, Transport).
- Automated 7+ reports via **Google Apps Script**, reducing manual effort by **50–60% (~20 hrs/week)**.
- Integrated and cleaned multi-source ERP data, streamlining reporting pipelines end-to-end.
- Designed **admissions funnel, defaulter alerts, and ROI dashboards**, improving visibility and accountability.
- Partnered with cross-functional teams to define KPIs and establish data-driven decision practices.

**Collegedunia** | Operations Executive | May 2024 - June 2024 | Gurgaon, IND

**Woodhill Infrastructure LTD** | Civil Engineer | Nov 2020 - Dec 2021 | Uttarakhand, IND

**Kanwarji Construction Co.** | Site Engineer | Feb 2019 – Nov 2020 | Delhi, IND

**Nav Nirman** | Trainee | Aug 2018 – Jan 2019 | Delhi, IND

## PROJECTS

1. **School Operations BI Suite:** Built dashboards for Transport, Housekeeping, and CCTV; automated data refresh and summary emails, improving monitoring efficiency by 40%.
2. **Admissions Funnel Dashboard:** Unified data from ERP and CRM, improving lead-to-admission tracking and marketing ROI visibility.
3. **Finance Defaulter Tracker:** Automated alerts and recovery dashboards, reducing delayed fee cases.

*(Earlier Projects — UpGrad)*
- **Loan Company EDA:** Performed EDA and visualization improving campaign accuracy by 75%.
- **Bike Sharing Linear Regression:** Built model predicting demand, improving accuracy by 30%.

## CERTIFICATION

**Advance Certificate Program in Data Science** | IIIT Bangalore | Mar 2023 – Nov 2023

**Microsoft Power BI Desktop for Business Intelligence** | Udemy |

**Microsoft Excel - Excel from Beginner to Advanced** | Udemy |