

# Azhar Shaikh

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## Professional Summary

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Detail-oriented professional with 4+ years of experience in MIS and billing operations. Skilled in Excel automation, Power BI dashboards, and SQL queries. Currently pursuing a Data Analytics certification from IIT Roorkee. Passionate about transforming data into actionable insights to support business decisions.

## Portfolio Links

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1. GitHub :- <https://github.com/Azhar-shk>
2. LinkedIn :- <https://www.linkedin.com/in/azhar-shaikh-93871a214/>

## Skills

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Excel (Advanced), Power BI, Data Cleaning, Report Automation, Data Analysis Skills, Database Skills, Dashboard Design, Python (Basic), Analytical Tools, VLOOKUP

## Project (1)

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### COVID-19 Data Dashboard - (Power BI, Excel, SQL)

- Collected and cleaned raw COVID-19 data to prepare for meaningful analysis of confirmed, cured, and death cases across India
- Developed an interactive dashboard using Power BI with key performance indicators (KPIs) to highlight total cases, recoveries, and fatalities.
- Utilized bar charts and geo-mapping to visualize state-wise case distribution and hotspot regions effectively.
- Implemented time-series analysis to track trends in case growth and recovery over specific periods.
- Delivered data-driven insights to support public understanding and health awareness using interactive, visually appealing reports.
- Applied slicers and filters to explore cases dynamically by state and date range.
- Employed conditional color coding to differentiate between cured and death counts clearly
- Used Bing Maps visual in Power BI to enhance geographical data interpretation for regional patterns

## Project (2)

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### Cancer Patient Treatment Cost Analysis - (Power BI, Excel, SQL)

- Analyzed the data to understand treatment cost trends across gender, cancer types, and stages.
- Built an interactive Power BI dashboard to present average treatment costs and patient distribution by cancer type and disease stage.
- Visualized gender demographics using pie charts and identified cost trends by cancer type (e.g., colon, breast, lung).
- Mapped patient distribution across global regions to highlight geographical patterns in cancer treatment data.
- Enabled insights for healthcare cost analysis and decision-making through dynamic visual storytelling.
- Showcased patient count by cancer stage (I–IV) and type (e.g., colon, breast, liver) using vertical bar charts.
- Visualized global distribution of patients across countries including USA, India, UK, and Australia using Power BI maps
- Used KPI cards and pie charts to summarize key metrics like total patients and average treatment costs, split by gender

## Project (3)

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### IPL Analytics Dashboard – (Power BI, Excel)

- Designed and developed an interactive Power BI dashboard to analyze IPL batting and bowling performance across teams and players.

- Collected and structured IPL data to highlight key statistics including total runs, strike rates, 4s/6s, wickets, and overs.
- Used dynamic bar charts and visuals to compare player performances and team contributions.
- Showcased top scorers, highest wicket-takers, and detailed stats on 50s, 100s, and strike rate trends.
- Applied DAX formulas for calculated metrics like strike rate, economy rate, and averages.
- Incorporated slicers and filters for team, player, and role-based insights.
- Employed custom visuals and color-coded elements to enhance user experience and highlight performance metrics clearly.
- Delivered an engaging, insight-rich report aimed at cricket fans, analysts, and sports data enthusiasts to understand team dynamics and standout performances.

## Experience

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### Asian Infotel Pvt Ltd | Navi Mumbai

#### Billdesk Coordinator | 07/2023 - Present

- Processed daily vendor payments and maintained accurate Excel-based financial records.
- Coordinated with vendors like Airtel, BSNL, ACT, and Hathway to resolve payment issues.
- Verified invoices against purchase orders and ensured compliance with internal controls.
- Generated and submitted weekly payment status reports for management review.
- Automated payment tracking using Excel formulas and templates to reduce manual errors.
- Collaborated with finance and procurement teams to streamline billing workflows.
- Automated vendor payment tracking, reducing manual processing time by 30%.
- Maintained up-to-date records of transactions, approvals, and communications for audits.

### DHL Express | Saki naka, Mumbai

#### Billing Agent | 07/2021 - 06/2023

- Managed daily billing activities including HAWB generation and invoice accuracy checks.
- Maintained MIS reports to track inbound/outbound shipment data using Excel.
- Coordinated with AirOps and service center teams for timely dispatch and delivery updates.
- Handled customer queries related to billing, BOE, and courier documentation.
- Ensured correct data entry and status updates in systems like NVMI and CALMS.
- Created daily reports on shipment activity to support team coordination and planning.
- Assisted with courier tracking and ensured smooth ground movement visibility in the network.

## Education

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### iHUB DivyaSampark at Indian Institute of Technology Roorkee | Bengaluru

#### Advanced Certification in Data Analytics | 01/2025

Currently pursuing a Data Analyst certification course to build strong foundational skills in data analysis, visualization, and tools like Excel, SQL, and Power BI.

### Sanpada college of commerce and technology | Sanpada

#### B.com (IT) | 04/2021

Completed Bachelor of Commerce (B.Com) in Information Technology (IT)

## Certificates

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The AI Masterclass (AI Tools) by Dhruv rathee, Advance SQL by Intellipaat (Bengaluru)

## Languages

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English, Hindi, Marathi (Marāṭhī)