

Azhar Shaikh

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Professional Summary

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.

Skills

Excel (Advanced), Power BI, Data Cleaning, Data Analysis Skills, Dashboard Design, Report Automation, KPI Tracking, Python (Basic)

Project (1)

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)

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

Experience

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

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

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

Languages

English, Hindi, Marathi (Marāṭhī)