Indra Wijaya

Junior Data Analyst | Data Reporting Analyst

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PROFESSIONAL SUMMARY

Junior Data Analyst with hands-on experience in data reporting, sales analysis, and dashboard development. Strong background in Management Information Systems (MIS) and administrative data processes. Experienced in transforming operational and sales data into actionable insights using Excel, SQL, and Tableau, with a strong focus on data accuracy, efficiency, and business-driven analysis.

KEY SKILLS

- Excel (Advanced, Pivot Table, VLOOKUP, Dashboard Reporting)
- SQL (Query, Join, Aggregation)
- Tableau (KPI Dashboard, Data Visualization)
- Python (Basic Data Analysis)
- Data Cleaning & Validation
- Data Analysis & Interpretation
- KPI Monitoring & Trend Analysis
- Reporting & Business Insight

PROFESSIONAL EXPERIENCE

Admin Sales (Intern)

PT Indo Kimia Jaya | Jul 2025 – Oct 2025

- Managed and analyzed sales data and operational KPIs.
- Coordinated with cross-functional teams to validate and reconcile data.
- Supported sales performance monitoring through structured reports.

Key Achievements:

- Maintained 99% data accuracy
- Generated 50+ reports per month
- Improved reporting efficiency by 30%

Tools: Excel, SQL, Pivot Table, Google Sheets

Data Reporting & Admin Support

PT Sastra Indah Megahmas | Mar 2024 – Mar 2025

- Analyzed operational and sales data to support management decision-making.
- Developed routine reports with high accuracy and consistent on-time delivery.
- Identified trends and data inconsistencies to improve reporting efficiency.

Key Achievements:

- Produced 150+ reports per year with 98% data accuracy
- Achieved 95% on-time delivery
- Improved reporting efficiency by 25%

Tools: Excel (Advanced), Pivot Table, Dashboard Reporting

Management Information System (MIS)

PT Trimindo Jaya Mandiri | Jul 2022 – Mar 2023

- Managed internal databases and company information systems.
- Automated recurring reports to support operational monitoring.
- Ensured data availability and integrity for daily business operations.

Key Achievements:

- Managed 100+ database records
- Automated 30% of report generation processes
- Maintained system uptime with zero downtime

Tools: SQL, Oracle, Excel

Administrative Staff

PT Citra Sukses Nusantara | Apr 2021 – Aug 2021

- Processed and validated operational data with strict accuracy standards.
- Maintained structured databases for administrative reporting needs.

Key Achievements:

- Processed 500+ records with 99% accuracy
- Achieved zero data validation errors
- Delivered 100% on-time reports

Tools: Excel, Data Entry, Data Validation

PROJECTS

Olist E-Commerce Executive Dashboard

Tools: SQL, Tableau

- Analyzed 100k+ e-commerce transactions to monitor key business KPIs.
- Built an executive dashboard to visualize revenue, logistics, and regional performance.
- Identified Top 5 product categories contributing the highest revenue.
- Delivered regional marketing insights based on sales distribution (São Paulo).

🔗 Tableau Public: <u>Live Tableau Dashboard</u>

CERTIFICATIONS

- **Database Foundations – Oracle Academy (2023)** | Query Optimization, Data Modeling, Integrity & Normalization
- **Data Analysis Using Excel – Great Learning (2024)** | Data Summarization, Lookup Functions, Data Quality

EDUCATION

High School Diploma (Social Science)

SMA Negeri 19 Jakarta — 2019