

Sec-115, Village Sorkha, Noida, Uttar Pradesh

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GitHub in LinkedIn # Portfolio

Professional Summary

Results-driven Data Analyst & MIS Executive with expertise in SQL, Power BI, and Excel VBA automation. Skilled in developing interactive dashboards, optimizing reporting processes, and automating workflows to enhance decision-making. Successfully reduced manual reporting time by 30% and improved financial reconciliation efficiency by 50%. Passionate about data visualization, business intelligence, and process automation to drive operational excellence.

★ Core Skills

Data Analytics & Business Intelligence

- SQL Queries
- ▶ Power BI
- Data Visualization
- ▶ SQL
- Excel VBA
- Power Query
- Google Sheets
- Dashboard Creation

</> Programming & Tools

- Python (Foundational)
- Python (Pandas, NumPy, Matplotlib, Seaborn)
- Excel Macro
- Google App Scripts

Database Management

- SQL (Joins, Aggregations)
- Data Cleansing
- ETL Processes

Professional Experience

MIS Executive October 2023 – Present

Coriander / Foodies Health & Snacks Co. | Noida, Uttar Pradesh

- Managed and optimized the organization's Management Information System (MIS) to support decisionmaking.
- Analyzed large datasets using SQL queries to create actionable reports and dashboards, improving operational efficiency.
- ✓ Automated recurring reporting tasks using Excel VBA and Google Sheets, saving significant time
- Ensured data accuracy and timeliness by implementing stringent data integrity checks. Worked collaboratively with different departments to develop reliable indicators for performance measurement.

Yey Achievements

- ✓ Designed an interactive Excel dashboard for tracking KPIs, reducing manual reporting time by 30%.
- ✓ Implemented automation for inventory reports, improving real-time stock monitoring.

Accountant / MIS Executive

June 2020 – September 2023

- ✓ Led a team managing collection and cheque reconciliation for 39 branches
- ✓ Compiled daily MIS reports from branch-level financial data to support senior management.
- Oversaw online payment systems, ensuring secure and error-free transactions. Collaborated to write methodologies for reducing transaction issues.
- ✓ Managed and maintained branch-level daybooks with consistent accuracy.

Yey Achievements

- ✓ Streamlined financial reporting processes, reducing discrepancies by 25%
- ✓ Developed an automated reconciliation tool in Excel, increasing team efficiency.
- ✓ Played a pivotal role in securing timely payments through enhanced online payment workflows.

Technical Projects

Sales Analysis Dashboard

Built an interactive Power BI dashboard to analyze sales trends, reducing analysis time by 40%.

Used SQL queries & Excel Pivot Tables for data processing and visualization.

Power BI, SQL, Excel

Automated Reconciliation Tool

Developed a VBA-based reconciliation system, increasing accuracy and processing speed by 50%. Integrated Google Sheets APIs for real-time data updates.

Excel VBA, Google Sheets

Inventory Management System

Automated stock tracking using Google Sheets formulas & Excel Macros, reducing stock-outs by 20%.
Created dashboards for inventory forecasting & demand planning.

Google Sheets, Excel

Education & Certifications

Bachelor of Commerce (B.Com) Delhi University | 2017 - 2021

Advanced Excel
Certification | Govt.
Recognized Institute (May 2020)

Mastered Excel Macros, Pivot Tables, and Data Visualization. Python for Data Analysis | Great Learning (May 2024)

Learned Pandas, NumPy, Data Manipulation, and File Handling. Power BI for Business
Intelligence | Online Platform
(Dec 2024)

Gained expertise in
Dashboard Development,
DAX Functions, and Data
Modeling.

✓ Data Analytics Certification| LearnTube by CareerNinja

ACovered statistical analysis, SQL querying, and data visualization techniques.