Suraj Singh

MIS Executive / Data Analyst

⌖ Noida Sec-115 ☎ +91-8851666208 @ surajsingh.noida98@gmail.com 🔗 Portfolio

 Code-With-Suraj in suraj-singh-4809a4255

professional summary

Results-driven **Data Analyst & MIS Executive** with expertise in S**QL, 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.

Experience

Coriander / Foodies Health & Snacks Co.

MIS Executive
Noida, Uttar Pradesh
October 2023 – Present

Responsibilities

- Managed and optimized the organization's Management Information System (MIS) to support decision-making.
- 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.

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.

VTC Tradewinds Pvt. Ltd.

Accountant / MIS Executive
Noida, Uttar Pradesh
June 2020 – September 2023

Responsibilities

- 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.

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.

Core Skills

Data Analytics & Business Intelligence
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Data Analysis, Business Intelligence (BI), Decision-Making, Data Mining, Predictive Modeling, Reporting, Strategic Planning, Operational Insights, KPIs, Dashboards

SQL Queries
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Structured Query Language (SQL), Database Management, Data Retrieval, Filtering, Sorting, Aggregate Functions, Joins, Subqueries, Data Manipulation, Relational Databases

Power BI
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Business Analytics, Data Visualization, Interactive Dashboards, Real-Time Analytics, Data Transformation, Reporting Tools, Microsoft Power BI, Data Connectivity, Self-Service BI, Drill-Down Reports

Data Visualization
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Charts, Graphs, Maps, Infographics, Visual Storytelling, Data Patterns, Business Insights, Interactive Visuals, Dashboard Design, Presentation Tools

Excel VBA
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Automation, Scripting, Macros, Excel Add-ins, Dynamic Reports, Workflow Optimization, Custom Functions, User Forms, Event Handling, Microsoft Office Integration

Google Sheets
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Cloud-Based Spreadsheets, Collaboration Tools, Formulas, Pivot Tables, Conditional Formatting, Real-Time Editing, Google Workspace, Data Organization, Sharing Capabilities, Automation Scripts.

Python (Pandas, NumPy, Matplotlib, Seaborn)
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Data Manipulation, Numerical Computation, Exploratory Data Analysis (EDA), Statistical Operations, Plotting Libraries, DataFrames, Arrays, Visualization Techniques, Heatmaps, Line Charts.

Projects

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

Technologies Used

Power BI, SQL, Excel

Automated Reconciliation Tool
Developed a VBA-based reconciliation system, increasing accuracy and processing speed by 50%.

Technologies Used:

Excel VBA, Google Sheets

Inventory Management System
Automated stock tracking using Google Sheets formulas and Excel Macros, reducing stock-outs by 20%.

Technologies Used:

Google Sheets, Excel

Education

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

Certifications

Advanced Excel
Govt. Recognized Institute
May 2020

Skills

Excel Macros, Pivot Tables, Data Visualization

Python for Data Analysis
Great Learning
May 2024

Skills

Pandas, NumPy, Data Manipulation, File Handling

Power BI for Business Intelligence
Online Platform
Dec 2024

Skills

Dashboard Development, DAX Functions, Data Modeling

Data Analytics
LearnTube by CareerNinja
Dec 2024

Skills

Statistical Analysis, SQL Querying, Data Visualization Techniques

Languages

English
Basic, I will understand, but not speak fluently.
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Hindi
My Native Language so i can understand and speak too.
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