

SURAJ SINGH

MIS Executive / Data Analyst

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Portfolio: code-with-suraj.github.io | Github: github.com/Code-With-Suraj | LinkedIn: linkedin.com/in/suraj-singh-4809a4255

PROFESSIONAL SUMMARY

Results-driven **Data Analyst & MIS Executive** with 4+ years of expertise in SQL, Power BI, and Excel VBA automation. Skilled in developing interactive dashboards, optimizing reporting processes, and automating workflows to enhance data-driven decision-making. Successfully reduced manual reporting time by 30% and improved financial reconciliation efficiency by 50% through innovative data solutions and process optimization.

PROFESSIONAL EXPERIENCE

MIS Executive / Data Analyst

Coriander / Foodies Health & Snacks Co.

Noida, UP | Oct 2023 – Present

- Managed and optimized MIS systems to support executive-level data-driven decision-making
- Analyzed complex datasets using SQL queries to create actionable reports and interactive dashboards
- Automated daily and weekly reporting tasks using Excel VBA and Google Sheets, saving 8+ hours weekly
- Designed and implemented interactive Excel dashboard for KPIs, reducing manual reporting time by 30%
- Developed automated inventory tracking system, improving real-time monitoring and reducing stockouts by 15%

Accountant / MIS Executive

VTC Tradewinds Pvt. Ltd.

Noida, UP | Jun 2020 – Sep 2023

- Led cross-functional team managing collection and cheque reconciliation for 39 branches nationwide
- Compiled and analyzed daily MIS reports from branch-level financial data for executive decision support
- Streamlined financial reporting processes through data automation, reducing discrepancies by 25%
- Designed and implemented Excel VBA-based reconciliation tool, optimizing financial data processing and improving reporting efficiency by 50%
- Secured timely payments through enhanced online payment workflows and data-driven collection strategies

KEY PROJECTS

Grocery Approval System

- Developed comprehensive web-based system for managing grocery requests and approvals workflow
- Implemented automated notification system with real-time updates and email alerts
- Created dynamic dashboards for monitoring pending requests and historical data analysis

Technologies: HTML, CSS, JavaScript, Google Apps Script, Bootstrap, jQuery

Sales Analysis Dashboard - Data Visualization

- Designed and implemented interactive Power BI dashboard with drill-down capabilities, reducing analysis time by 40% and enabling data-driven sales strategies

Technologies: Power BI, SQL, Excel, Data Modeling

Automated Financial Reconciliation Tool

- Developed comprehensive VBA-based reconciliation system with error detection algorithms, increasing accuracy by 50% and reducing manual processing time by 70%

Technologies: Excel VBA, Google Sheets, Data Validation

TECHNICAL SKILLS

- Data Analytics:** Business Intelligence, KPIs, Dashboards, Predictive Modeling, Data Visualization
- SQL:** Database Management, Data Retrieval, Complex Joins, Subqueries, Data Transformation
- Power BI:** Data Visualization, Interactive Dashboards, DAX, Real-Time Analytics
- Excel VBA:** Automation, Scripting, Macros, Dynamic Reports, Data Processing
- Google Sheets:** Cloud-Based Spreadsheets, Advanced Formulas, Pivot Tables, Apps Script
- Python:** Pandas, NumPy, Matplotlib, Seaborn, Data Manipulation, Analysis
- Web Development:** HTML, CSS, JavaScript, Bootstrap, Google Apps Script

PROFESSIONAL SKILLS

- Problem-Solving:** Analytical thinking, Root cause analysis, Creative solutions
- Communication:** Data storytelling, Technical documentation, Cross-functional collaboration
- Leadership:** Team coordination, Process improvement, Mentoring
- Project Management:** Timeline planning, Resource allocation, Stakeholder management

EDUCATION

Bachelor of Commerce (B.Com)

Delhi University | 2017 - 2021

Business Studies with focus on Financial Analysis and Data Management

PROFESSIONAL CERTIFICATIONS

- Advanced Excel & Data Analysis (May 2020)
Govt. Recognized Institute
- Python for Data Analysis (May 2024)
Great Learning
- Power BI for Business Intelligence (Dec 2024)
Online Platform
- Data Analytics Specialization (Dec 2024)
LearnTube by CareerNinja

LANGUAGES

- English:** Professional working proficiency
- Hindi:** Native proficiency