



# Suraj Singh

MIS Executive / Data Analyst

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🐙 GitHub 🌐 LinkedIn 🌐 Portfolio

## 👤 Professional Summary

Detail-oriented IT professional with expertise in data analytics, MIS reporting, and process automation. Proven track record in delivering actionable insights through data analysis and visualization. Demonstrated success in streamlining workflows and enhancing organizational productivity through technical solutions.

## ★ Core Skills

### 📊 Data Analytics & Reporting

- Advanced Excel (Macros, Pivot Tables)
- Power BI Dashboards
- Data Visualization

### 🔗 Programming & Tools

- Python (Foundational)
- Excel VBA
- SQL

### 🗄 Database Management

- Tally ERP
- Google Sheets
- Data Integration

## 📁 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 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.

### 🏆 Key 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

VTC Tradewinds Pvt. Ltd. | Noida, Uttar Pradesh

- ✓ 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.

### 🏆 Key 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

Created Power BI dashboard reducing analysis time by 40%

Power BI, SQL, Excel

### Automated Reconciliation Tool

Developed VBA tool improving processing speed by 50%

Excel VBA, Google Sheets

### Inventory Management System

Reduced stock-out incidents by 20% through real-time tracking

Google Sheets, Excel

## Education & Certifications

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



### Advanced Excel

Acquired skills in data analysis, visualization, and reporting using Excel. (Govt. Recognized Institute | May 2020)



### Python for Beginners

Gained foundational knowledge in Python programming, including data structures, file handling, and object-oriented programming. (Great Learning | May 2024)



### Power BI

Developed skills in data visualization, dashboard creation, and business intelligence using Power BI. (Online Certification Platform | December 2024)



### Data Analytics

Acquired knowledge in data analysis, statistical modeling, and data visualization techniques using various tools and technologies. (LearnTube by CareerNinja)