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Profiles						
 <a href="#">Code-With-Suraj</a>			 <a href="#">suraj-singh-4809a4255</a>			
professional summary						
<p>Results-driven <b>Data Analyst &amp; MIS Executive</b> with expertise in <b>SQL, Power BI, and Excel VBA automation</b>. Skilled in <b>developing interactive dashboards</b>, optimizing reporting processes, and automating workflows to enhance decision-making. Successfully reduced <b>manual reporting time by 30%</b> and <b>improved financial reconciliation efficiency by 50%</b>. Passionate about data visualization, business intelligence, and process automation to drive operational excellence.</p>						
Experience						
<b>Coriander / Foodies Health &amp; Snacks Co.</b> MIS Executive			<b>October 2023 – Present</b> Noida, Uttar Pradesh	<b>VTC Tradewinds Pvt. Ltd.</b> Accountant / MIS Executive	<b>June 2020 – September 2023</b> Noida, Uttar Pradesh	
Responsibilities						
<ul style="list-style-type: none"><li>Managed and optimized the organization's Management Information System (MIS) to support decision-making.</li><li>Analyzed large datasets using SQL queries to create actionable reports and dashboards, improving operational efficiency.</li><li>Automated recurring reporting tasks using Excel VBA and Google Sheets, saving significant time.</li><li>Ensured data accuracy and timeliness by implementing stringent data integrity checks.</li><li>Worked collaboratively with different departments to develop reliable indicators for performance measurement.</li></ul>				Responsibilities		
<ul style="list-style-type: none"><li>Led a team managing collection and cheque reconciliation for 39 branches.</li><li>Compiled daily MIS reports from branch-level financial data to support senior management.</li><li>Oversaw online payment systems, ensuring secure and error-free transactions.</li><li>Collaborated to write methodologies for reducing transaction issues.</li><li>Managed and maintained branch-level daybooks with consistent accuracy.</li></ul>				Achievements		
<ul style="list-style-type: none"><li>Streamlined financial reporting processes, reducing discrepancies by 25%.</li><li>Developed an automated reconciliation tool in Excel, increasing team efficiency.</li><li>Played a pivotal role in securing timely payments through enhanced online payment workflows.</li></ul>						
Education						
<b>Delhi University</b> Bachelor of Commerce (B.Com)				<b>2017 – 2021</b> Business Studies		
Projects						
<b>Sales Analysis Dashboard</b> Built an interactive Power BI dashboard to analyze sales trends, reducing analysis time by 40%. Used SQL queries and Excel Pivot Tables for data processing and visualization.  An interactive sales analytics tool that streamlined trend analysis and improved decision-making efficiency.		<b>Automated Reconciliation Tool</b> Developed a VBA-based reconciliation system, increasing accuracy and processing speed by 50%. Integrated Google Sheets APIs for real-time data updates.  <b>Summary:</b> A robust automation tool that enhanced financial reconciliation accuracy and minimized manual effort through real-time updates.		<b>Inventory Management System</b> Automated stock tracking using Google Sheets formulas and Excel Macros, reducing stock-outs by 20%. Created dashboards for inventory forecasting and demand planning.  <b>Summary:</b> An automated inventory system that reduced stock-outs and improved resource allocation through real-time tracking and forecasting.		
<b>Technologies Used</b>  Power BI, SQL, Excel  Power BI, Sales Analysis, Data Visualization, SQL Queries, Excel Pivot Tables, Interactive Dashboard, Business Intelligence, Trend Analysis, Time Efficiency, Data-Driven Decisions		<b>Technologies Used:</b> Excel VBA, Google Sheets  Excel VBA, Financial Reconciliation, Automation, Google Sheets API, Real-Time Updates, Accuracy Improvement, Workflow Optimization, Scalable Solution, Error Reduction		<b>Technologies Used:</b> Google Sheets, Excel  Inventory Management, Stock Tracking, Google Sheets Formulas, Excel Macros, Automation, Inventory Forecasting, Demand Planning, Stock-Out Reduction, Resource Allocation		
Core Skills						
<b>Data Analytics &amp; Business Intelligence</b> This skill involves the collection, transformation, and analysis of data to provide actionable insights for business decision-making. It encompasses techniques like data mining, statistical analysis, predictive modeling, and reporting to support strategic planning and operational improvements. ●●●○○				<b>SQL Queries</b> Writing SQL queries involves retrieving, manipulating, and managing data stored in relational databases. This includes crafting SELECT statements, filtering data with WHERE clauses, sorting results, and performing calculations using aggregate functions. ●●●○○		
Data Analysis, Business Intelligence (BI), Decision-Making, Data Mining, Predictive Modeling, Reporting, Strategic Planning, Operational Insights, KPIs, Dashboards				Structured Query Language (SQL), Database Management, Data Retrieval, Filtering, Sorting, Aggregate Functions, Joins, Subqueries, Data Manipulation, Relational Databases		
<b>Power BI</b> Power BI is a business analytics tool by Microsoft that allows users to visualize and share insights from their data. It enables the creation of interactive dashboards, reports, and real-time analytics by connecting to various data sources and applying advanced transformations. ●●●●○				<b>Data Visualization</b> Data visualization refers to the graphical representation of data and information using charts, graphs, maps, and other visual formats. The goal is to communicate complex data patterns clearly and effectively, enabling better understanding and decision-making. ●●●○○		
Business Analytics, Data Visualization, Interactive Dashboards, Real-Time Analytics, Data Transformation, Reporting Tools, Microsoft Power BI, Data Connectivity, Self-Service BI, Drill-Down Reports				Charts, Graphs, Maps, Infographics, Visual Storytelling, Data Patterns, Business Insights, Interactive Visuals, Dashboard Design, Presentation Tools		
<b>Excel VBA</b> Excel VBA (Visual Basic for Applications) involves automating repetitive tasks within Microsoft Excel through custom scripts. These scripts can streamline workflows, create dynamic reports, and interact with external systems or files. ●●●○○				<b>Google Sheets</b> Google Sheets is a cloud-based spreadsheet application used for organizing, analyzing, and collaborating on data. It offers features such as formulas, pivot tables, conditional formatting, and integration with other Google Workspace apps. ●●●●●		
Automation, Scripting, Macros, Excel Add-ins, Dynamic Reports, Workflow Optimization, Custom Functions, User Forms, Event Handling, Microsoft Office Integration				Cloud-Based Spreadsheets, Collaboration Tools, Formulas, Pivot Tables, Conditional Formatting, Real-Time Editing, Google Workspace, Data Organization, Sharing Capabilities, Automation Scripts.		
<b>Python (Pandas, NumPy, Matplotlib, Seaborn)</b> Advanced Python libraries like Pandas, NumPy, Matplotlib, and Seaborn enable efficient data manipulation, numerical computations, and data visualization. These tools are critical for performing exploratory data analysis and generating meaningful insights. ●●●○○						
Data Manipulation, Numerical Computation, Exploratory Data Analysis (EDA), Statistical Operations, Plotting Libraries, DataFrames, Arrays, Visualization Techniques, Heatmaps, Line Charts.						
Certifications						
<b>Advanced Excel Certification</b> Govt. Recognized Institute	<b>May 2020</b>	<b>Python for Data Analysis</b> Great Learning	<b>May 2024</b>	<b>Power BI for Business Intelligence</b> Online Platform	<b>Dec 2024</b>	<b>Data Analytics Dec 2024 Certification</b> LearnTube by CareerNinja
<b>Skills</b> Excel Macros, Pivot Tables, Data Visualization		<b>Skills</b> Pandas, NumPy, Data Manipulation, File Handling		<b>Skills</b> Dashboard Development, DAX Functions, Data Modeling		<b>Skills</b> Statistical Analysis, SQL Querying, Data Visualization Techniques
Languages						
<b>English</b> Basic, I will understand, but not speak fluently. ●●●○○				<b>Hindi</b> My Native Language so i can understand and speak too. ●●●●●		