SURAJ SINGH

MIS Executive / Data Analyst

Noida Sec-115 | +91-8851666208 | surajsingh.noida98@gmail.com

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 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%.

EXPERIENCE

MIS Executive

Coriander / Foodies Health & Snacks Co.

Noida, UP | Oct 2023 – Present

- Managed and optimized MIS systems to support decision-making
- Analyzed datasets using SQL to create actionable reports and dashboards
- Automated reporting tasks using Excel VBA and Google Sheets
- Designed an interactive Excel dashboard for KPIs, reducing manual reporting time by 30%
- Implemented automation for inventory reports, improving real-time monitoring

Accountant / MIS Executive

VTC Tradewinds Pvt. Ltd.

Noida, UP | Jun 2020 – Sep 2023

- Led team managing collection and cheque reconciliation for 39 branches
- Compiled daily MIS reports from branch-level financial data
- Streamlined financial reporting processes, reducing discrepancies by 25%
- Developed an automated reconciliation tool in Excel, increasing efficiency
- Secured timely payments through enhanced online payment workflows

PROJECTS

Grocery Approval System

- Developed web-based system for managing grocery requests and approvals
- Automated workflows with real-time updates and email notifications
- Built dynamic dashboards for pending requests and historical tracking

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

Sales Analysis Dashboard

- Built interactive Power BI dashboard, reducing analysis time by 40%

Technologies: Power BI, SQL, Excel

Automated Reconciliation Tool

- Developed VBA reconciliation system, increasing accuracy by 50%

Technologies: Excel VBA, Google Sheets

TECHNICAL SKILLS

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

EDUCATION

Bachelor of Commerce (B.Com)

Delhi University | 2017 - 2021

Business Studies

CERTIFICATIONS

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

LANGUAGES

- **English:** Basic understanding
- **Hindi:** Native proficiency