Shardha Dhaked

Data Analyst

Indore (452009), Madhya Pradesh, India

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○ https://github.com/Shardha12?tab=repositories

Summary

A dedicated and driven Data Analyst with 3+ years of experience in analyzing data and creating reports using various tools. Expertise in automating reporting procedures, data cleaning, DAX adept at developing queries in MySQL, and creating insightful Visuals, KPIs, Scorecards, and Dashboards to help management make informed decisions. Good communication skills and experience in collaborating with business users to understand their requirements and deliver actionable insights.

Skills

- Microsoft Power BI • Google Data Studio • DAX • Microsoft Excel • Microsoft Power Query • NumPy • Pandas
- MySQL • Google Spreadsheet • Data Analysis • Data Modeling Techniques • RLS (Row Level Security)

Experience

Data Analyst - Skillventory - A Leading Talent Research Firm Sep 2022 - Present (8 months)

- Automate and standardize reporting procedures using tools like G-Sheet & Data Studio, resulting in faster and informed business decision-making by the management.
- Developed and implemented Python scripts to clean and preprocess large data sets, resulting in faster data analysis and improved data quality and upload data in MongoDB.
- Create sourcing dashboards to monitor candidate sourcing metrics, such as the number of candidates sourced by HR recruiters for each client, profile, designation, and gender-wise sourcing analysis.
- Create dashboard to track status of closures, joining, and dropouts, providing a real-time overview to the management.
- Automate reports, saving time and improving quality of data reporting.

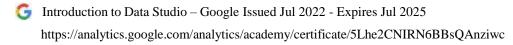### Data Analyst - Pratibha Syntex Ltd. Mar 2020 - Aug 2022 (2 years 6 months)

- Conducted rigorous data analysis to assess data quality and accuracy, ensuring that insights generated from the data were reliable and actionable.
- Analyzed industry trends and provided actionable insights to the management team, which helped in making informed business decisions.
- Prepared insightful reports for the management team that highlighted key trends, patterns, and predictions using relevant data from SAP and other sources in Power BI using DAX.
- Conducted competitor performance analysis using data from the Money Control website, and created Power BI dashboards (Performed DAX calculations)to help visualize the data and identify areas for improvement
- Developed automated reports to track monthly expenses of each department, such as Admin, Purchase, and Marketing, which helped in cost optimization.
- Created automated balance sheets using SAP live office and power query, resulting in significant time savings and increased accuracy.
- Generated daily reports of sales and purchase, which helped in tracking sales and inventory levels.
- Developed an interactive dashboard for analyzing sales team performance, implementing Role-Level Security (RLS) to ensure data confidentiality while providing insights to the management. The dashboard helped identify areas for improvement and optimize sales performance

Education

Acropolis College of institute & Research (RGPV University)

- Bachelor of Engineering, Information Technology 2016-2020

Licenses & Certifications

Introduction to Data Studio – Google Issued Jul 2022 - Expires Jul 2025

https://analytics.google.com/analytics/academy/certificate/5Lhe2CNIRN6BBsQAnziwc

Google Data Analytics Certificate - Coursera
https://coursera.org/verify/professional-cert/GWYZ4KN588HP

Data Science and Machine Learning Internship Program - Edureka

Declaration: I hereby declare that the information furnished above is true to the best of my knowledge.

Date: **Shardha dhaked**
Place**:** Indore