VISHAL

DATA ANALYST | ACCOUNT MANAGER | OPERATIONS MANAGER

DATA ANALYST || PYTHON || SQL || DATA VISUALIZATION || POWER BI || MS EXCEL

CONTACT

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- R. K. Puram, South West Delhi - 110022

EDUCATION

Bachelor of Commerce (B.Com)
University of Delhi, Delhi
Graduated: 2020

Higher Secondary Education (12th Grade)
Govt. Co-ed Sr. Secondary School,
R.K. Puram, Sector 5
Graduated: 2011

Secondary Education (10th Grade)
Govt. Co-ed Sr. Secondary School,
R.K. Puram, Sector 5
Graduated: 2009

PROJECTS

- Sales Dashboard on Excel
- Microsoft Income Statement Dashboard on PowerBI

LANGUAGES

Hindi
English

PROFILE

Versatile Data Analyst with extensive knowledge of data analysis techniques and technologies. well-versed in statistical analysis and data visualization, and skilled in deriving useful conclusions from complicated datasets. attempting to use analytical skills to support well-informed decision-making and successfully support the growth of a progressive company.

WORK EXPERIENCE

Data Analyst

Badatya Private Limited   **2021-Present**

- Create progress reports on a daily, weekly, monthly, quarterly, and other needed basis.
- Cleaning, updating, and maintaining master data, as well as monitoring for daily reporting.
- Creating growth/productivity-based charts and project reports that include projections, patterns, and trends based on pertinent data.
- Helping sales managers with the creation of initial concepts and summaries and the creation of reports based on their sales.
- Creating final analysis reports that will help the stakeholders make informed decisions by helping them comprehend the phases involved in the data analysis process.

Operation Manager

Depioneer Holidays India   **2020-2021**

- Proficient in handling online filing processes for various government licenses including Restaurant License, CPWD Licenses, Drug License, and Food License, ensuring compliance with regulatory requirements.
- Skilled in maintaining meticulous documentation and drafting legal documents related to license applications and renewals, facilitating smooth operations and minimizing legal risks.
- Experienced in managing online company registration procedures, guiding clients through the registration process, and ensuring timely completion with adherence to legal formalities.
- Capable of efficiently filing GST (Goods and Services Tax) and income tax returns online, ensuring accuracy and compliance with tax regulations, thereby facilitating financial transparency and accountability.

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DATA ANALYST

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SKILLS

- SQL (Structured Query Language) for querying and manipulating databases
- Python for data analysis, scripting, and automation tasks
- R for statistical analysis, data visualization, and machine learning
- Excel for data manipulation, analysis, and visualization
- Tableau for creating interactive dashboards and visualizations
- Power BI for data visualization, reporting, and business intelligence
- Jupyter Notebook for interactive data analysis and documentation
- Apache Spark for big data processing and analytics
- Hadoop for distributed storage and processing of large datasets
- Git for version control and collaboration on data analysis projects

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EXPERTISE

- Advanced proficiency in Excel for data manipulation, analysis, and visualization, including complex formulas, pivot tables, and macros.
- Strong SQL skills for querying, extracting, and manipulating data from databases efficiently.
- Proficient in Python for data analysis, scripting, and automation tasks, including libraries such as Pandas, NumPy, and Scikit-learn.
- Experience with Power BI for creating interactive and visually appealing dashboards and reports to present insights derived from data analysis.

Account Manager

DishiS Designer Jewellery   **2018-2019**

Handling Product Shipment:

- Manage end-to-end logistics and shipment processes, ensuring timely delivery of products to customers.
- Coordinate with shipping carriers, warehouses, and fulfillment centers to optimize delivery schedules and minimize shipping costs.
- Implement tracking mechanisms to monitor shipment status and address any issues or delays proactively.

Accounting Referral Fees on Amazon Products:

- Calculate and record referral fees associated with products sold on the Amazon platform.
- Reconcile referral fee transactions with sales revenue to ensure accurate financial reporting.
- Maintain documentation of referral fee agreements and update fee structures as per Amazon's policies and guidelines.

Creating Sales Reports:

- Utilize sales data from various channels to generate comprehensive sales reports.
- Analyze sales performance metrics such as revenue, units sold, and average order value to identify trends and opportunities.
- Customize reports to provide actionable insights for decision-making and strategic planning.

Publishing Reports to Stakeholders:

- Compile sales reports and distribute them to relevant stakeholders, including executives, sales teams, and business partners.
- Present reports in a clear and concise manner, highlighting key findings and recommendations.
- Facilitate discussions and meetings to discuss report insights and collaborate on action plans to drive business growth.

Branch Manager Cum Commerce Teacher

Indira Gandhi Training Institute   **2011-2017**

- **Teaching Commerce Subjects:** Instructing diverse topics in commerce, fostering comprehensive understanding among students.
- **Student Counseling:** Providing guidance and support to students, addressing academic and personal concerns effectively.
- **Note and Project Creation:** Developing insightful study materials and projects to enhance learning outcomes.
- **Cash Management:** Ensuring efficient handling and management of branch finances with accuracy and integrity.