John Kumar Thota

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Results-driven Senior Analyst with a proven track record at Improve Business Solutions, excelling in data visualization and reporting. Expert in Microsoft Excel and Power BI, I enhance business efficiency through insightful analysis and effective communication. Adept at automating processes, I ensure timely delivery of accurate reports while fostering strong client relationships.

Technologies

- Data Management & Analysis: Excel (Logical Functions, Conditional Formatting, Pivot Tables, VLOOKUP, Data Validation, PowerQuery), Power BI(DAX functions, Power BI power query)
- User & Process Support: Role-Based Access Control (RBAC)
- Office Tools: Google Sheets

Experience

MAY 2023 – CURRENT
Senior Analyst/ Improve Business Solutions Pvt Ltd

- Streamlined data cleansing and validation processes for U.S.-based clients, ensuring accurate datasets for daily reporting using Excel.
- Automated manual Excel-based workflows using Power Query, reducing reporting time by 30% and enhancing operational efficiency.
- Automated manual Scheduling processes by leveraging the ETL tool, transforming into Excel Power Query to streamline Scheduling, reducing processing time by approximately 50%.
- Produced detailed analytical reports to inform strategic decisions, enhancing client operations and efficiency.
- Led reporting management processes using Excel and advanced data analysis tools.
- Developed interactive and insightful Power BI dashboards and reports to monitor key business metrics
- Created 4 Power BI dashboards to efficiency and consistency across business operations.

AUGUST 2021 – MAY 2023
Operations Manager/ Skillteam Solutions Private limited

- Dealt with training and placement linked Projects i.e. DDUGKY and CSR.
- MVR reports has to prepare and timely submit to the government officials
- Look after trainers / staff performance
- Look after conducting Mock Interviews to the trainees

MIS Head / Try Logic Soft Solutions AP Pvt. Ltd

- Applying the projects by checking the eligibility criteria of our organization for the received tender (RFP)
- Registering the Candidate Details, Creating/completing the batches,
- Uploading placements in portals.
- Maintaining the Students details Data Base of all of our Centers across 4 states and previously it was 9 states.
- Maintaining Daily Activities like attendance of Staff and work assigned and status of work
- Time to time sending mails to the respective authorities.
- Supported in PFMS by updating the expenditure details.
- Timely submitting the bills to get the payments as well as closing projects.

Projects

Quarterly Awards Performance Report (2025) | Excel, Power Query

- Analyzed 3 months (Jan-Mar 2025) of performance data for a Client, processing 1,500+ records. Converted data into a report to identify top and bottom performers across 8 award categories for a Quarterly Awards Ceremony.
- Delivered insights for 15+ nominees, enabling client to recognize 100+ front-line team members with a 95% accuracy rate in metric tracking.

Sales Reporting System | (MySQL, Excel)

- Got the data from MySQL server and Transferred data to Excel using power query, generated a interactive dashboard with formula based hierarchy using Logical Functions, dependent drop-downs to identify 8+ key trends.

Education & Certifications

Bachelor of Computer Science

IIMTE | Jun 2013 – May 2016

Relevant Coursework: Data Structures, Database Management, Cloud Computing, Advanced Java, Information Security

Additional Experience & Achievements

- Employee of the Quarter – Improve Business Solutions (2024)