FARIHA MUBEEN

7-4-16, Machili Bazar Hanamkonda
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SUMMARY

Professional with practical experience in data analysis, reporting, and operational support. Proficient in Advanced Excel,Power BI and SQL for data retrieval, analysis, and performance monitoring. Effective communicator capable of collaborating with various teams, recognizing trends, addressing issues, and supporting continuous business operations. Committed to enhancing efficiency and providing precise, actionable insights.

WORK EXPERIENCE

Analyst, HCLTech   **Nov 2023 - Present**

- Extracted, cleaned, and analyzed data from multiple sources using Advanced Excel, Power BI and SQL, enabling accurate reporting and data-driven decision-making.
- Collaborated with internal teams and external partners to streamline daily operations, resolve issues, and ensure smooth process execution.
- Monitored key performance metrics to identify trends, gaps, and variances, and shared insights with relevant teams for timey action.
- Proactively identified operational issues, escalated then to the appropriate teams, and tracked resolutions to closure.
- Delivered accurate reports and performance summaries within strict timelines, supporting critical business operations and leadership reviews.

Business Development Specialist(Internship), Younity.in   **July 2023 - Aug 2023**

- Certificates of appreciation: 1. FAST STARTER 2. BEST DECISION MAKER 3. EXCELLENT COMMUNICATOR 4. EXCEPTIONAL HIRE 5. PRO ACTIVE PERSONNEL

EDUCATION

Master of Business Administration   **Nov 2021 - Oct 2023**
University College for Women(Kakatiya University)
- Majored in Finance
- Obtained 6.61

Bachelor of Science   **July 2017 - Dec 2020**
S. R. Degree and PG College for Women
- Specialize in Mathematics, Statistics and Computer Science
- Obtained 7.8

ADDITIONAL INFORMATION

- **Technical Skills:** Power BI, SQL, Advanced Excel, VLOOKUP, Pivot Tables
- **Languages:** English, Urdu, Telugu
- **Certifications:** The Complete SQL Bootcamp: Go from Zero to Hero, Power BI Masterclass - Basic to Advanced
- **Soft Skills:** Communication Skills, Good Time Management, Problem Solving, Team Player