

DIVAKAR PRAJAPATI

✉: Divakarprajapati3@gmail.com| ☎: +91-8355876196

CAREER OBJECTIVE

I am a highly motivated Data Analyst with 2 years of hands-on experience in data management and analysis. My role involves retrieving and analysing daily sales and job completion data, compiling comprehensive monthly reports, and creating insightful dashboards to guide business decisions. I have a strong foundation in data analysis, complemented by a completed Data Analyst course and ongoing pursuit of a master's degree in Data Science.

ACADEMICS

Qualification	Institute	Board / University	Year	% / CGPA
Post Graduation	Mumbai University	Mumbai University	Pursuing	-
Graduation	Tolani College of Commerce	Mumbai University	2020	8.08/10
XII	Tolani College of Commerce	HSC	2017	68.15%
X	Manav Vikas Vidyalaya	SSC	2015	85.20%
Select your UG-course type		<input checked="" type="checkbox"/> Full-Time		
		<input type="checkbox"/> Open-School		
		<input type="checkbox"/> Distance		
		<input type="checkbox"/> Correspondence		
No. of active backlogs (Type NA if not applicable)		NA		

WORK EXPERIENCE

Knowledge Works Global Ltd	Associate (Data analyst)	12/2023 – present
Roles and Responsibilities	<p>Daily Data Management:</p> <ul style="list-style-type: none">Retrieve and extract daily sales and completed jobs data from the company's database.Compile and organize this data for reporting purposes.Send the prepared data reports to clients on a daily basis. <p>Monthly Reporting and Dashboard Creation:</p> <ul style="list-style-type: none">Extract and aggregate sales data from the previous month.Develop and maintain sales and expenses dashboards in Excel.Analyze monthly data to identify trends, performance metrics, and other key insights.Prepare and present monthly reports to stakeholders, highlighting important findings and actionable recommendations. <p>Key Skills:</p> <ul style="list-style-type: none">Proficiency in data extraction and management from databases.Strong Excel skills, including advanced functions for dashboard creation and data analysis.Attention to detail for accurate daily and monthly reporting.Effective communication skills for interacting with clients and presenting data insights. <p>Tools and Technologies:</p> <ul style="list-style-type: none">Database management systems (e.g., SQL, MySQL)Microsoft Excel (including pivot tables, charts, and formulas)Data visualization tools (optional, if applicable) <p>Core Competencies:</p> <ul style="list-style-type: none">Data accuracy and integrity.Analytical thinking and problem-solving.Timeliness in reporting and delivering data.Client-focused communication and reporting skills.	

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Eclerx Service Limited		ANALYST	07/2021 – 08/2022
Roles and Responsibilities	<ul style="list-style-type: none">• Worked for the Sales Admin Support for the Client. Performed the Billing task for the Client.• Worked on the different types of tools for Data• Standardization, Correction, Quality Check, and normalization.• Processing the Excel Datasheets and preparing Excel reports• Worked on tools like Salesforce for Data Quality Checks• Worked on JIRA for Data Correction and enrichment.• Creating Weekly Deck (PPT) for weekly client calls, creating a dashboard, Creating SOD, EOD file and Sending, Cleaning thousands of data in excel Merging,• Overall, my experience with Salesforce, Power BI, CSI, and Microsoft Office has allowed me to deliver impactful technology solutions that have driven business growth and improved operational efficiency		
Achievements	Awarded by Eclerx Services Limited for demonstrating commitment to delivering high-quality and error-free work.		

CERTIFICATIONS

1.Master's Program - Data Analyst: Simplilearn Certified in collaboration with IBM - 2023

- Introduction to Data Analytics
- Business Analytics with Excel
- Tableau Training
- Programming Basics & Data Analytics with Python
- Data Science with R
- Power BI
- Data Analyst Capstone

2.Other Certifications

- SQL Masterclass: SQL for Data Analytics - UDEMY
- The fundamental of digital marketing - Google.
- Completed Data Analytics Course

PROJECTS

- Designed a Sales dashboard in Excel.
- Project on App Rating Prediction through Python visualization.
- Project on Comparative Study of Countries in Tableau
- Project on Covid-19 In India Dashboard Analysis in Tableau
- Project on Predicting Loan Defaulters through Python and Tableau.
- Project on Zomato business performance through Power BI.
- Science tech Employee Performance Mapping through My SQL.
- HR Analytics Dashboard through Tableau

TECHNICAL SKILLS

- Python
- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Tableau
- Power BI
- SQL
- R