FATHIMA S
Data Analyst

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Summary

Detail-oriented Computer Science graduate with strong skills in data collection, cleaning, and exploratory analysis. Proficient in Excel, SQL, and Power BI for creating interactive dashboards and actionable reports. Experienced in documenting processes, validating data quality, and delivering insights to stakeholders. Quick learner with a problem-solving mindset, attention to detail, and ability to adapt in fast-paced environments.

Skills

Data Analysis: Data Collection, Data Cleaning, Exploratory Data Analysis (EDA), Data Validation
Technical Skills: SQL, Python, Java, C, MySQL, Jupyter Notebook
Visualization Tools: Power BI, Excel Dashboards (Pivot Tables, Slicers, Conditional Formatting)
Statistical Knowledge: Basic Statistical Methods, Trend Analysis, KPI Tracking
Soft Skills: Communication, Collaboration, Problem-Solving, Attention to Detail, Documentation

Experience

Data Analyst Intern   **Aug 2025 – Present**
InnoByte Services (Remote)   *Excel, SQL, Power BI*

- Collected, cleaned, and organized datasets of 1,00,000+ rows from multiple sources using SQL and Excel.
- Performed exploratory data analysis to identify trends, anomalies, and actionable insights.
- Designed and maintained automated dashboards in Excel and Power BI, reducing reporting time by 40%.
- Conducted data quality checks and validation to ensure accuracy and completeness.
- Documented workflows, findings, and recommendations for business stakeholders.

Projects

Hospital Emergency Room Analytics | *Excel*   **2025**

- Analyzed patient records to identify monthly admission trends, age group patterns, and wait time bottlenecks.
- Built an interactive Excel dashboard with slicers for department-wise filtering and enriched datasets for reporting.
- Automated performance tracking processes, reducing manual reporting effort by 60%.

Call Center Performance Dashboard | *Excel*   **2025**

- Developed a dynamic dashboard to track agent performance, resolution times, and customer satisfaction KPIs.
- Implemented automated reporting with pivot tables, slicers, and conditional formatting to enhance visibility.

Awards & Certifications

- **SQL Hackerrank Certifications – Basic & Intermediate (2025)**
- **Career Essentials in Data Analysis – Microsoft & LinkedIn (2025)**
- **Tata – GenAI Powered Data Analytics Job Simulation (2025)**

Education

Bachelor of Technology (B.Tech), Computer Science and Engineering   **Graduated: 2025**
College of Engineering Perumon, Kollam, Kerala   *CGPA: 8.83 / 10*