GAURAV KUMAR

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Worked on real-time data projects involving Excel, SQL, and Power BI to create dashboards and reports that support business decisions. Comfortable working with large datasets, building data models, and writing SQL queries to extract insights. Familiar with business processes and capable of turning raw data into clear, actionable outputs for both technical and non-technical teams.

PROFESSIONAL EXPERIENCE

UNIFIED MENTOR Pvt. Ltd. , Gurugram, Haryana   25 MAY 2025 - Present
Data Analyst Intern

★ Writing and optimizing SQL queries to extract data from internal databases for weekly and ad-hoc reporting needs.

★ Building Power BI dashboards for internal stakeholders to monitor KPIs like lead conversion, traffic sources, and campaign performance.

★ Cleaning and transforming raw data using Power Query and Excel functions (VLOOKUP, IF, PivotTables) to prepare accurate reports.

★ Working closely with the business team to understand data requirements and automate manual reporting processes.

★ Applied DAX functions (e.g., CALCULATE, TOTALYTD, FILTER) for creating time-based metrics like YTD Revenue and Monthly Trends.

★ Designed visual elements such as bar/line charts, cards, and slicers in Power BI for enhanced interactivity and insights delivery.

Suntec Web Services Pvt. Ltd. , **Pitampura ,New Delhi**   July 2024 – Dec 2024
Research Analyst (Associate Process Trainee) :-

★ Used PostgreSQL to write and execute custom SQL queries for extracting and filtering product, sales, and inventory data from e-commerce databases.

★ Built 13+ Power BI dashboards to visualize product performance, order trends, and regional sales metrics for internal business users. Regularly applied time intelligence functions like YTD, MTD, QTD, SAMEPERIODLASTYEAR , and PARALLELPERIOD to analyze and compare sales performance across different time frames and business cycles.

★ Extracted and processed ESG-related data from ~900 global company reports across 15+ industries, improving data research accuracy and consistency.

★ Leveraged Excel (PivotTables, INDEX-MATCH, Power Query) for data cleaning and transforming bulk raw files into structured, analysis-ready formats.

★ Automated manual reports and created reusable Excel templates, reducing report turnaround time by approximately   30%. Collaborated with data and QA teams to validate data accuracy and ensure alignment with client requirements.

PROJECT

AdventureWorks Analysis (SQL):-   [PROJECT LINK]
This SQL project is based on the **AdventureWorks** sample database provided by Microsoft, which is commonly used for demonstrating database concepts, SQL queries, and data analytics. The data has been sourced from the AdventureWorks2014 edition and is structured to simulate the operations of a fictitious manufacturing company.

Credit Card Transactions (SQL):-   [PROJECT LINK]
Given dataset contains 4 files which provides information related to the type of card customers have, details about the credit card, transactions which are marked as fraudulent and the transactions done by each customer. Use this information to better understand the credit card transactions and solve given problems.

Amazon Sales Dashboard (Power BI):-   [PROJECT LINK]

► Built a full-scale BI solution using CSV data: implemented data cleaning, Power Query transformations, and a custom Date table with time intelligence (CALENDAR, FORMAT, QUARTER, WEEKNUM, YEAR).

► Developed KPIs (YTD/QTD Sales, Products Sold, Reviews) via DAX (CALCULATE, TOTALYTD, TOTALQTD, FILTER).

► Designed visuals: line, clustered column/bar charts, cards, heat map; included Top 5 filters and slicers for interactive analysis

EDUCATION

Gaya College of Engineering ,Gaya   **Sept 2019-Sept 2023**
B. Tech in Mechanical Engineering   7.88 CGPA

TECHNICAL SKILLS AND OTHERS

Databases & SQL Tools:
MySQL, PostgreSQL, SQL Server, Snowflake, SQL Queries, Relational Database Management Systems (RDBMS), Joins, Subqueries, Indexing , Stored Procedures Functions and Triggers, Normalization & Denormalization , Query Optimization, ER Diagrams, Database Design, ETL Development, PL/SQL, Data extraction and transformation

Data Analysis & Reporting:
Microsoft Excel, Power BI, Reporting and Dashboards, Data Cleaning, Data Visualization, Real-life Project Experience, Problem Solving, Attention to Detail, Business Analyst, Data Analyst, Data Modeling, Business Intelligence (BI)

Soft Skills:
Team Collaboration, Communication Skills, Critical Thinking, Presentation Skills, Stakeholder Communication, Business Presentation, High Ownership, Deadline Orientation

CERTIFICATIONS

SQL for Data Professionals – Beginner to Advanced (Codebasics, Mar 2024):   [CERTIFICATE LINK]
Mastered joins, subqueries, window functions, and stored procedures.

Excel: The Mother of BI (Codebasics, Feb 2024):   [CERTIFICATE LINK]
Proficient in VLOOKUP, PivotTables, Power Query, dashboards, and What-If analysis.