**Junior Data Analyst**

**Geethu Elizabeth Saji**

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**OBJECTIVE**

Entry-level data analytics professional; currently undergoing the Google Data Analytics Professional Certificate. Demonstrated hands-on experience in data cleaning, data visualization, data wrangling , interpreting and communicating data analytics findings. Confident in transforming complex data into actionable and clear insights. Strong communication, organizational and analytical skills.

**SKILLS**

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| **Database & Programming Languages**  R , SQL , BigQuery,  Java,Android,XML | **Software Tools**  Microsoft Excel,  Google Sheets,  MS Powerpoint,MS Word,  Tableau | **Soft Skills**  Problem Solving, Teamwork, Time management,Multitask,Strong communication and presentation skills, Project management, Excellent mathematical and analytical skills, Agile Development Methodologies |

**EDUCATION**

**Mahatma Gandhi University** | *Masters in Applied Electronics India* | 2014-2016

* CGPA : 8.33 / 10
* Secured 4th Rank

**CUSAT** | *Bachelors in Electronics and Communication Engineering* *India* | 2009-2013

**CERTIFICATIONS** **&** **COURSES**

**Udemy** | SQL

**Udemy** | Advanced Excel

**Udemy** | Tableau 2020 for Data Science

**WORK** **EXPERIENCE**

**Career break for maternity leave** *Dubai*| August, 2019- Present

* An extended period of maternity leave to bring up my son until he was old enough to start nursery school
* Focused on maintaining and enhancing my skill set that involved several online courses and continuing education to ensure that I remained up-to-date on industry happenings.

**Solutions4Mobility** | *Android Developer Dubai* | Feb,2019-Jul,2019

* Collaborated with a team of 9 members and 1 project manager to create client apps in a coordinated and timely manner.
* Ensured that apps are tested to meet total performance requirements.
* Optimize the interfacing of the apps with a variety of systems to ensure 100% flexible and agile use

**HackIt Technologies** | *Junior Security Researcher India* | Jul,2018-Oct,2018

* Research and Development on Malware Analysis and Reverse Engineering.

**Solutions4Mobility** | *Android Developer Intern Dubai* | Apr,2018-Jul,2018

* Assisted Mobile Application Developers in development and troubleshooting
* Monitored errors sent by defects team under direction of development team

**Mahatma Gandhi University** | *Data Entry Operator (Teaching Assistance Work) India* | 2014-2016

* Handled multifaceted clerical tasks (e.g., student data entry, filing, records management, calendaring and PowerPoint creation ) as the assistant to the Department Head
* Maintained student database (at Dept. level) containing 240 student records and ensured the delivery of premium service to students.
* Helped coordinate 11 recruitment events that contributed to high enrolment levels.
* Earned citations for excellence in areas including work volume, accuracy and quality; ability to learn and master new concepts; positive work ethic; and commitment to providing unsurpassed service

**Indian Telephone Industry** | *Project Planning Intern India* | Jan,2015

* Prepared proposals and site plans according to regulations
* Gathered relevant statistical data and performing survey and field studies
* Drafted reports on issues such as demographic information
* Set schedule, goals procedures and policies for the project and flow of requisite materials

**Indian Telephone Industry** | *Inventory Management Intern India* | Jan,2015

* Supported the purchasing team on a daily basis as needed
* Maintained raw material data in Excel; performed data entry concerning manufacturing
* Managed Purchase orders in Excel
* Researched prices, specifications, and delivery dates in order to determine the best bid among potential suppliers
* Maintained detailed records of all communications with vendors utilizing spreadsheets
* Analyse trends in cost, quality and delivery
* Prepared reports regarding market conditions and merchandise costs

**PERSONAL DETAILS**

Nationality - Indian

DOB - 12th November, 1991

Marital Status - Married

Visa - Spouse Visa