

HARSH RAI

Aspiring Data Analyst | Excel & Power BI | Business Intelligence
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[LinkedIn](#) | [Portfolio](#)

CAREER OBJECTIVE

Highly analytical B. Com (Hons.) graduate with hands-on experience in data analysis, SQL, Excel, and Power BI. Skilled in data cleaning, exploratory analysis, KPI tracking, and dashboard development to generate actionable business insights. Seeking an entry-level Data Analyst role to apply analytical and reporting skills in a data-driven environment.

TECHNICAL SKILLS

Technical Skills: Advanced MS Excel (Pivot Tables, VLOOKUP, XLOOKUP, Formulas), Power BI, SQL (JOINS, Subquery, Aggregate functions), Data Visualization, Data Cleaning & Validation, Database Management

Professional Skills: Attention to Detail, Problem Solving, Time Management, Quick Learner, Team Collaboration, Effective Communication

TECHNICAL CERTIFICATIONS

IBM Professional Certifications: IBM Data Analyst Professional Certificate | Database and SQL for Data Science | Data Analysis with Python | Data Visualization with Excel & Cognos

Additional Relevant Certifications: Data Visualization with Power BI | Data Analysis Using Excel | Microsoft Office 365 Specialist | SQL Basic Certificate Hacker Rank

ACADEMIC PROJECTS

Retail Sales Analytics Dashboard | *Excel*

- Developed interactive dashboard analysing ₹22.6 lakh sales data across 8 product categories with multiple visualization techniques.
- Created automated reports tracking shipping modes, regional performance, and customer segments to support business decision-making.
- Identified key trends: Standard Class shipping accounted for 59% of orders, East region generated highest sales (₹7.1 lakh).
- Applied data cleaning, transformation, and visualization techniques to present actionable insights.

Healthcare Operations Dashboard | *Excel*

- Built comprehensive dashboard analysing 55,500+ patient records covering demographics, billing, and clinical data.
- Generated billing reports for ₹142 crore with average billing analysis and patient stay duration metrics.
- Designed KPI monitoring system tracking monthly patient inflow (4,300-4,800 patients) and key operational metrics.
- Created disease pattern analysis identifying top conditions to support resource planning and operational decisions.

EDUCATION

Bachelor of Commerce (Honours) | I.K.G Punjab Technical University | CGPA: 7.88/10 | 2025

ADDITIONAL INFORMATION

Languages: English, Hindi (Native) | **Technical Tools:** MS Excel, SQL, Power BI Desktop, Python