

HARSH RAI

Entry-Level Data Analyst | Excel + Power BI | SQL Learner
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PROFESSIONAL SUMMARY

Entry-level Data Analyst with hands-on experience in Power BI dashboards, Excel-based reporting, and basic SQL. Skilled in data cleaning, visualization, and creating actionable insights for decision-making. Strong foundation in business reporting with a focus on accuracy and performance metrics.

KEY SKILLS

MS Excel | Power BI | Basic SQL | Cleaning & Formatting | MIS Reporting | Time Management | Problem Solving | Detail Oriented | Data Management | Data Visualization | Pivot Table | Basic Analysis | Microsoft Office

CERTIFICATES

Data Visualization with Power BI | Microsoft Office 365 | Certificate in Computer Application | Data Analysis Using Excel | Personality Development & Career Mastery | Corel Draw & Graphic Designing

MY PROJECTS

Super Sales Store Dashboard

Excel | Power BI | Data Visualization

Built an interactive dashboard to analyze and visualize sales data across products, regions, shipping modes and customer segments.

- Built a Power BI dashboard analysing ₹22.6L sales across 8 product categories; Phones and Chairs led with 29% combined sales.
- Highlighted shipping trends showing 59% of orders used Standard Class, aiding delivery planning.
- Tracked region and buyer segments, revealing East region top sales (₹7.1L) and 51% consumer base.

Healthcare Analytics Dashboard

Power BI | Excel | Data Visualization

Built a dashboard to analyze patient records, billing data, disease patterns, and demographic distributions across years and admission types.

- Analyzed data of 55.5K patients, showing a balanced 50-50 gender split and monthly inflow ranging from 4.3K to 4.8K patients.
- Visualized ₹1.42 billion in total billings, revealing an average billing of ₹25.5K per patient and an average stay time of 15.5 days.
- Highlighted top diseases like Arthritis and Diabetes (9.3K cases each), supporting resource allocation and healthcare planning.

INTERNSHIP

Brands Elevator

Aug 2024 – Nov 2024 (Duration 3 Months)

Worked as a Content Writing Intern at Brands Elevator, crafting compelling content for websites and social media. Assisted in brainstorming creative ideas and writing promotional copy for various client campaigns. Enhanced writing skills and learned the basics of content strategy, SEO, and brand communication.

EDUCATION & CERTIFICATIONS

Bachelor of Commerce (Hons.) | I.K.G Punjab Technical University (7.85 CGPA)

12th in Arts | Multipurpose Senior Secondary School | (67%)

10th | V.D.M. Sr, Sec, School | (79%)

Year 2025

April-2022

March-2020