

Gautam

+91 8595873224 · Gautambairwa6891@gmail.com · www.linkedin.com/in/gautambairwa
Dilshad Garden, Delhi-95

DATA ANALYSIS & MANAGEMENT

I specialize in data analysis, reporting, and system integration, using tools like Power BI, Tableau, and Zoho Analytics to deliver actionable insights and optimize business processes. With expertise in inventory management, MIS support, and data-driven strategic consulting, I help organizations streamline operations, reduce costs, and drive growth. My technical skills include advanced Excel, basic SQL, and Python. I'm passionate about turning data into strategic assets, ensuring businesses achieve their goals with precision and efficiency.

KEY COMPETENCIES

- Data Analysis & Reporting
 - CRM Management
 - Process Optimization
 - System Integration & Implementation
 - Inventory Management
 - Technical Proficiency
 - Strategic Insights
 - Team Leadership
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PROFESSIONAL EXPERIENCE

ROI HUNT Private Limited.

Nov24 - Present

Business Development

At ROI Hunt, I serve as a Business Development Manager, where I drive lead generation efforts, identify potential clients, and execute strategic outreach campaigns. I handle client acquisition and project management, ensuring seamless communication and timely delivery of solutions. My role involves conducting cold emailing and phone calls, negotiating deals, and successfully closing high-value projects. Additionally, I collaborate with internal teams to optimize workflows, provide tailored solutions, and contribute to the company's consistent growth through data-driven strategies and client-focused initiatives.

IDUS Furnitures | MR Interiors Pvt Ltd.

Aug2023 - July2024

Inventory Analyst

At IDUS Furniture, I played a key role as an Inventory Analyst where I collaborated with a team to develop and implement a comprehensive operating plan. I seamlessly integrated Zoho Inventory, CRM, Creator, and Forms with Google Sheets to streamline workflows, significantly improving data accuracy. I managed accessory inventories using Airtable, led a dispatch team to ensure timely deliveries, and developed efficient backend processes. Additionally, I conducted staff training sessions to enhance system adoption and provided strategic insights through inventory analysis.

BO International | Cosmetic manufacturing.

Feb2023 - May2023

Inventory Analyst

At BO International, I served as an Inventory Analyst, where I enhanced SAP inventory efficiency by identifying and removing duplicates, streamlining a catalog of 4,500 items. I coordinated daily operations, effectively managing tasks using Google Sheets. I also ensured meticulous recording of product details by collaborating closely with the R&D team, contributing to the overall accuracy and efficiency of inventory management.

Planet Xercise | Gym

Nov2021 - Jan 2023

Gym Assistant

At Planet Xercise, I worked as a Gym Assistant, where I coordinated with clients and visitors, maintained and analyzed client data, and followed up accordingly. I also trained new clients, assisting them with their workouts, and engaged with them to provide personalized fitness suggestions, enhancing their overall experience at the gym.

EDUCATION

Bachelor of Commerce (B.Com)

School of open learning.

Delhi University.

Senior Secondary(12th)

National institute of open learning.

2023

Secondary(10th)

Central board of secondary education.

2018

CERTIFICATIONS

Advance diploma in computer application.

Mind Home - Dilshad Garden

Power BI

Office masters - Online workshop

TECHNICAL SKILLS

- Zoho
- Advance Excel
- Airtable
- Power BI
- SQL(basic)
- Sap
- Tableau
- Python(basic)
- Ai proficiency