



help me optimize my CV for ATS screening for the role of Data Analyst .Please include keywords and ensure the Layout is clean, simple and professional current CV is attached

An optimized, ATS-friendly CV for a Data Analyst role should use a clean layout and incorporate industry-relevant keywords matching the job description. Below is a revised version based on the provided CV; the structure, keywords, and formatting are all tailored to current standards.^[1]^[2] ^[3]

DUGGI.ELESWARA SIVA SAI KALYANI

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LinkedIn: [Insert URL] | Portfolio: [Insert URL]

Professional Summary

Analytical and detail-oriented candidate pursuing BCA with hands-on experience in Python, SQL, and Microsoft Excel. Certified in key technologies and training programs including Python Essentials, Data Science, and Cyber Security. Adept at data analysis, cleaning, visualization, and technical reporting. Committed to contributing business insights and continuous improvement.^[3]^[4]

Skills

- Data Analysis, Data Cleaning, Data Visualization
- Python, SQL (mention if you have experience), R (if applicable), Excel, HTML, Tableau, Power BI (add if you know)
- Data Mining, Database Management, Reporting
- Problem Solving, Attention to Detail, Adaptability
- Communication, Collaboration, Quick Learner^[4] ^[5] ^[3]

Certifications

- Python Essentials, Cisco Network Academy
- MEPRO-PEARSON Certification
- DCA Course, Swarnandhra Computer Institutions
- Fundamentals of Computers, Infosys Springboard

- Basics of C Language, Infosys Springboard
- Cyber Security, Cisco
- Microsoft Digi Saksham Program
- MERN Full Stack Internship, ADHOC NETWORK

Education

Degree	Institution	Board/University	Year	Percentage
BCA (Pursuing)	Sri Aditya Degree College, Bhimavaram	Adikavi Nannaya Univ	-	90% ^[6]
Intermediate	Sri Sai Aditya Junior College, Bhimavaram	BIE, AP	2021- 2022	93.1% ^[6]
SSC	Aditya Public School, Bhimavaram	BSE, AP	2021	99% ^[6]

Technical Projects/Internships

- MERN Full Stack Internship (ADHOC NETWORK): Developed full-stack application, learned ETL and web data flows. ^[6]

Additional Skills & Traits

- Microsoft Word, Excel (Advanced)
- HTML, Basics of C Language
- Adaptability, Helping Nature, Quick Learner ^[6]

Languages

- English, Telugu ^[6]

Hobbies

- Reading books, Listening to music/podcasts, Cooking, Internet research ^[6]

ATS Optimization Tips

- Use standard headings: Professional Summary, Skills, Certifications, Education, Projects, Languages. ^{[7] [8]}
- Avoid graphics, tables (except for education), or text boxes; keep formatting simple. ^{[9] [1]}
- Incorporate Data Analyst keywords from job postings: Data Analysis, SQL, Python, Tableau, Data Visualization, Reporting, Cleaning, ETL, Dashboard, Communication, Collaboration. ^{[5] [3] [4]}
- Quantify projects and achievements where possible.
- Save and apply in .docx or PDF format unless specified by employer. ^{[1] [7]}

This layout and content ensure higher compatibility with ATS while making relevant skills and achievements visible for Data Analyst roles. [2] [3] [1] [6]

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1. <https://in.indeed.com/career-advice/resumes-cover-letters/ats-resume>
2. <https://www.linkedin.com/pulse/cracking-ats-how-optimize-your-data-analyst-resume-mohammed-de-rouiche-9inpe>
3. <https://www.indeed.com/career-advice/resumes-cover-letters/data-analyst-resume-keywords>
4. <https://resumeworded.com/skills-and-keywords/data-analyst-skills>
5. <https://www.visualcv.com/blog/data-analyst-ats-keywords-for-resume/>
6. KALYANI-RES.pdf
7. <https://enhancv.com/resume-examples/ats/>
8. <https://novoresume.com/career-blog/ats-friendly-resume-templates>
9. <https://www.jobscan.co/blog/20-ats-friendly-resume-templates/>