MOHIT KAUSHIK

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PROFESSIONAL SUMMARY

I am a Data Analyst with 2+ years of experience specializing in data analysis, reporting, visualization, and team management. Proficient in SQL, Power BI, and advanced Excel, with a strong history of delivering actionable insights and dashboards. Skilled in creating tailored reports for various departments, including executive-level management. Experienced in managing CRM software and expanding knowledge in SAP modules (MM & SD).

EXPERIENCE

WALTER BUSHNELL SERVICES PVT LTD
Gurgaon

Jr. Data Analyst   08/2023 to Current

- Designed Excel dashboards that simplify complex data, enabling data-driven decisions for multiple managers at various levels of the organization.
- Analyzed and tracked data to prepare forecasts and identify trends.
- Developed SQL queries to obtain complex data from tables in on-site and remote databases.
- Collaborated with the budgeting team to create annual budgets and financial forecasts, leveraging historical data analysis to ensure accurate projections and support strategic financial planning.
- Maintain the Master data at Admin Level of the User across the country and for International Branches.
- Create/ Maintain the Review data for Monthly review with Director of the Company.
- Manages the International Sales Team for the Field work and for any type of Technical Work and Reporting.
- Collected, organized, and input information into databases for storage.
- Evaluated complex data sets to identify business opportunities and threats.
- Facilitated strategic decision-making by creating detailed reports across multiple data axis.
- Monitored system performance to identify weaknesses, bottlenecks, and inefficiencies.
- Synthesize large datasets into actionable insights, elevating decision-making.
  Analyzed and tracked data to prepare forecasts and identify trends.
- Maintain and create data in SAP MM module. Create Customer and Partners to the company in SAP.

WM UNIVERSAL SOLUTIONS
Gurgaon

Jr. Process Analyst   09/2022 to 07/2023

- Analyzing and evaluating existing business processes to identify areas for improvement and efficiency gains
- Provide exceptional customer support by promptly and effectively addressing customer inquiries and concerns through various communication channels, including phone and email.
- Utilize advanced Excel functions and formulas to analyze and manipulate data, generate reports, and streamline processes.

APOLLO247
Gurgaon

Data Analyst Trainee   03/2022 to 05/2022

- Employing Excel to clean, transform, and analyze large datasets, ensuring data accuracy and integrity
- Developing and implementing data preparation methodologies and workflows to streamline processes and improve efficiency.
- Employed distributed data/computing tools, such as
- Presenting data findings and recommendations to the CEO of the branch, highlighting the potential impact on business growth and success

and security.

- Assisted with data storage structures, data mining and data cleansing for archiving and updating.
- Creating insightful reports, dashboards, and visualizations to communicate data-driven insights and support decision-making.
- Utilized tools and programs to extract data required for projects, enhancing speedy outcomes.
- Assessed data to identify trends and stay abreast with innovation, performing best practices.
- Promoted initiatives for data integrity and normalization to consolidate data from disparate sources.

CORE QUALIFICATIONS

- Excellent communication skills
- Advanced Excel
- Collaborator
- Problem-solving and Critical Thinking
- Advance Excel
- Dynamic Dashboard
- Data collection and analysis
- Data Visualization

- Team Management
- SAP (MM & SD)
- Power BI
- SQL
- SFE System (CRM Software)

EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION WITH DATA ANALYSIS   07/2021
PDM University, Bahadurgarh

INTERESTS

- Listening to Music
- Reading Books
- Develop a new hobby.
- Video/photo editing

CERTIFICATIONS

- Data Analysis from
Analytix Labs (Gurgaon)