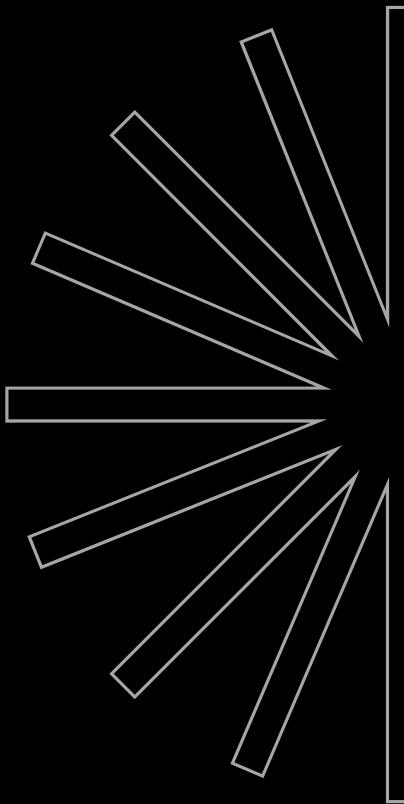
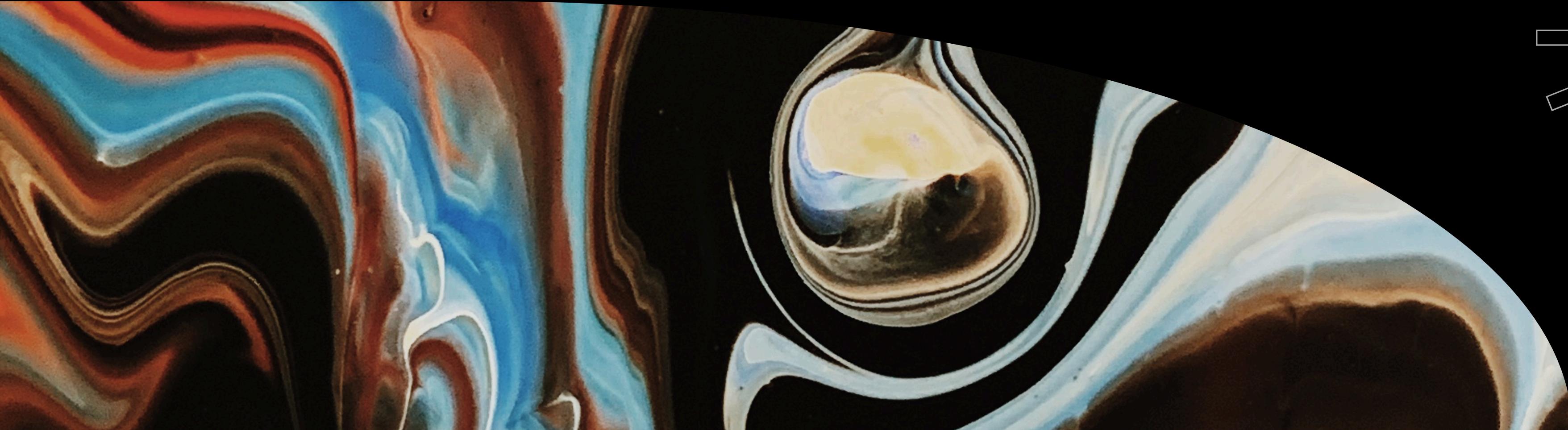

PORTFOLIO

Manya Gupta



ABOUT ME

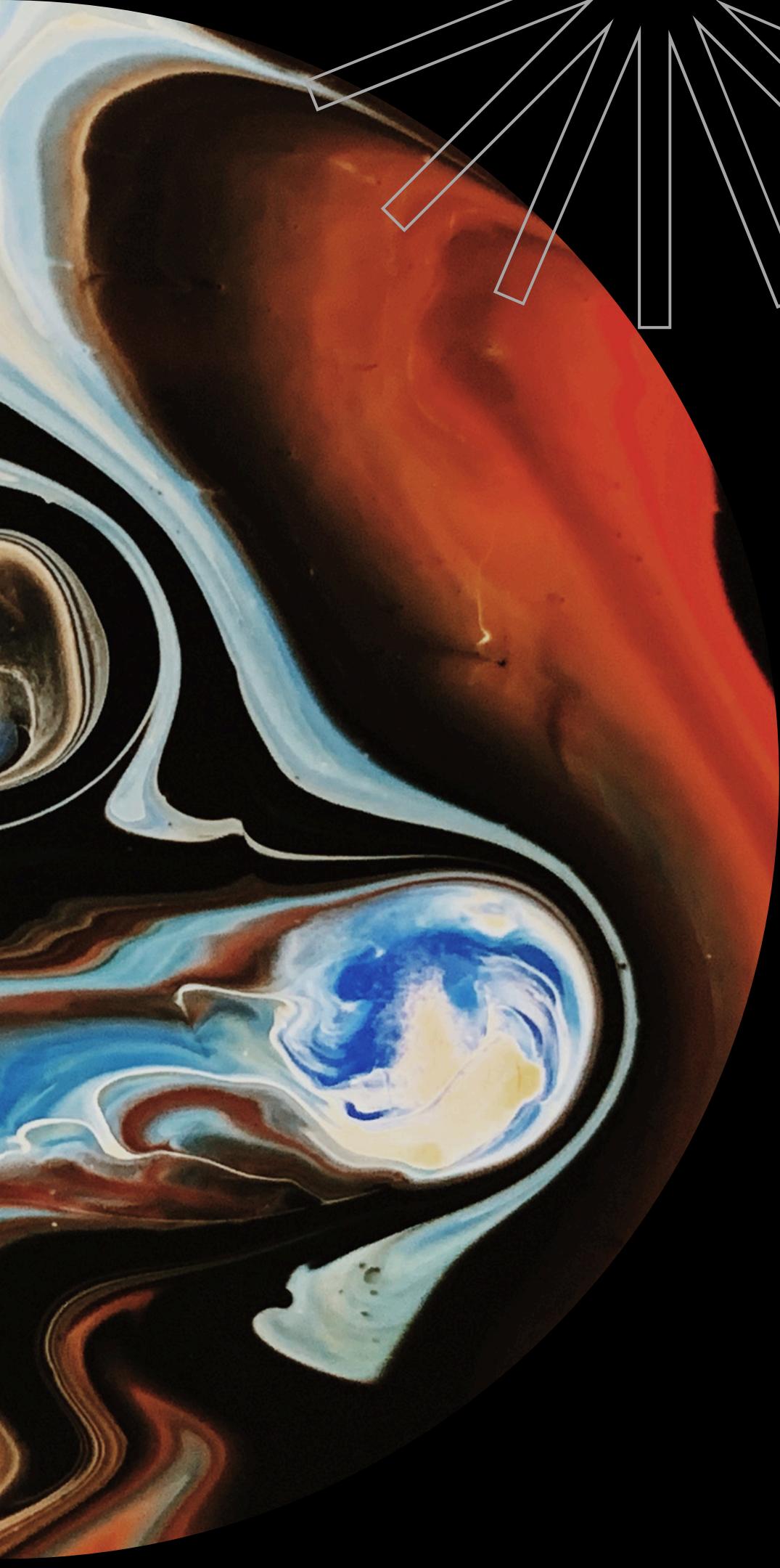
Manya Gupta

I am a detail-oriented data entry enthusiast skilled in Excel and Google Sheets.

I can efficiently manage, clean, and organize data using sorting, filtering, and formulas.

My goal is to deliver accurate, timely results while continuously improving my analytical skills.





SKILLS

Technical Skills:

- MS Excel / Google Sheets
- Data Cleaning & Formatting
- Sorting, Filtering, Validation
- Pivot Tables & Charts
- MS Word, PowerPoint

Soft Skills:

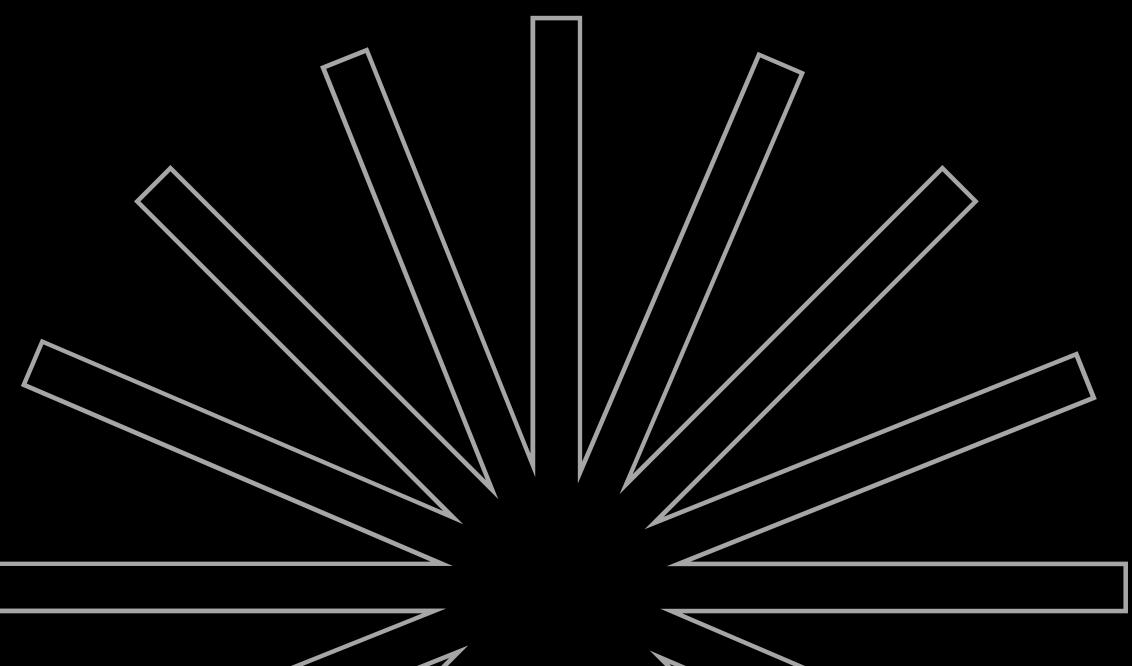
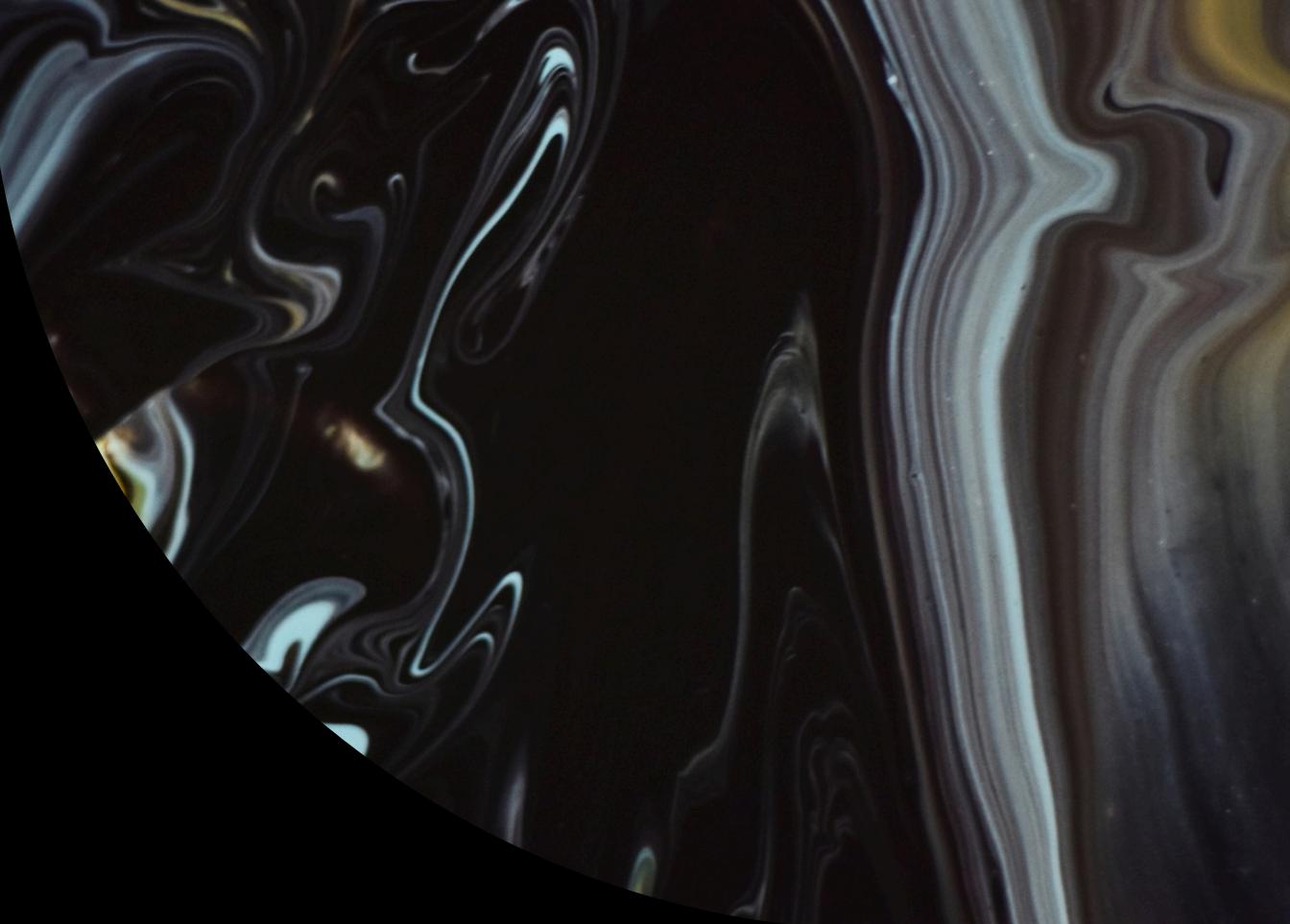
Accuracy & Attention to Detail
Time Management
Communication
Typing Speed (e.g., 45+ WPM)

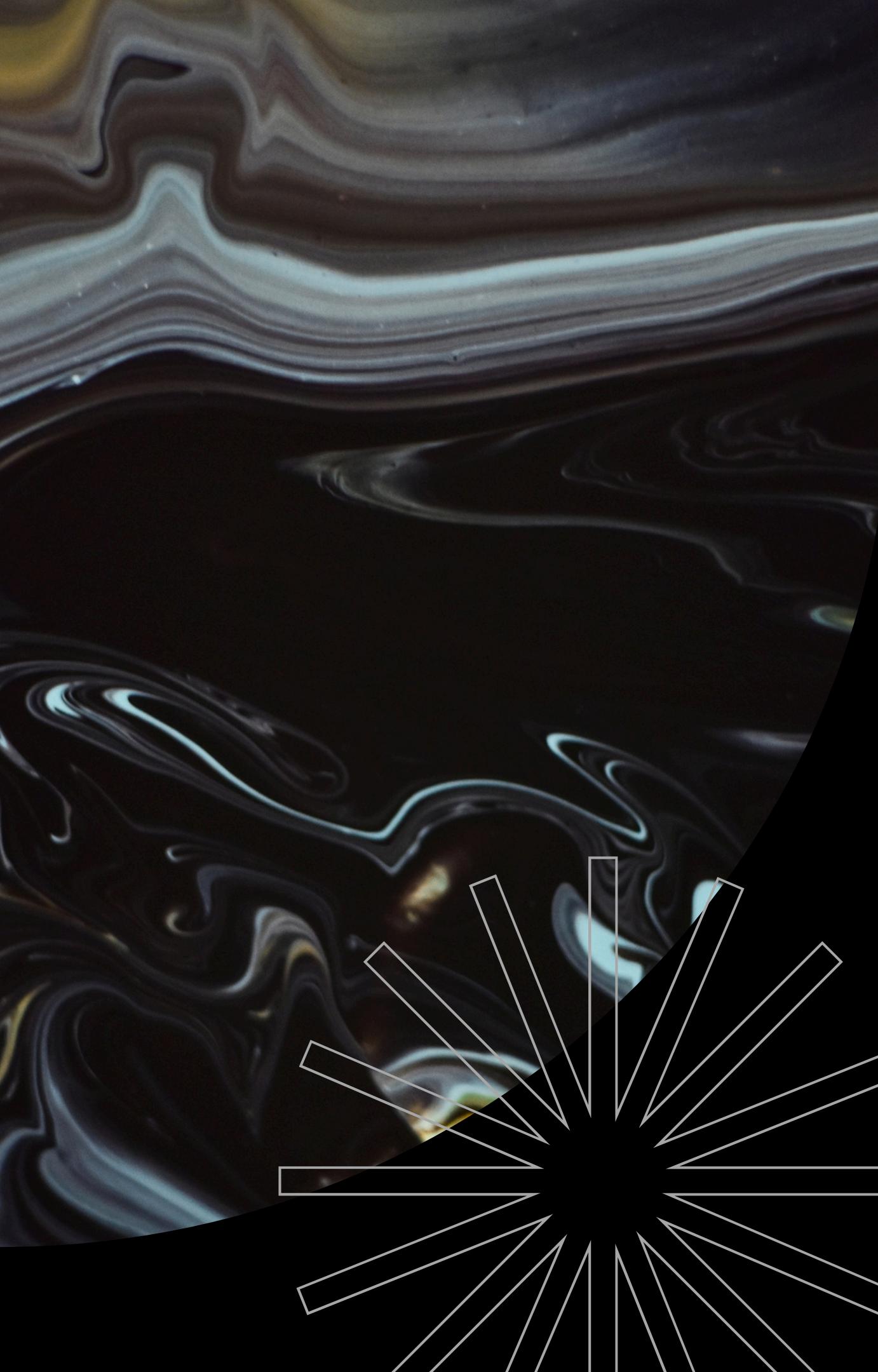
ACADEMIC MILESTONES

**Advance Diploma in Data Science (Pursuing) –
IIDST**

Bachelor of Computer Applications (BCA)

**10th & 12th (CBSE Board) – Kids Corner
Happy Sr. Sec. School (70%)**



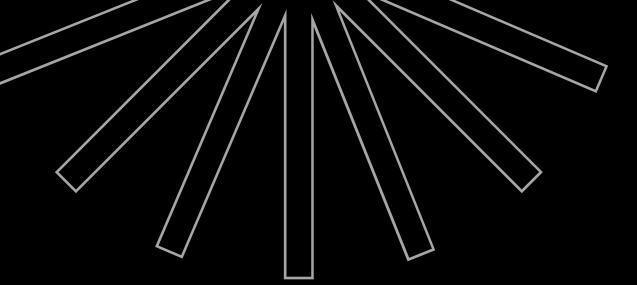


CERTIFICATES

**Excel for Beginners –
Simplilearn SkillUp**

**Python for Data Analyst –
FreeCodeCamp**

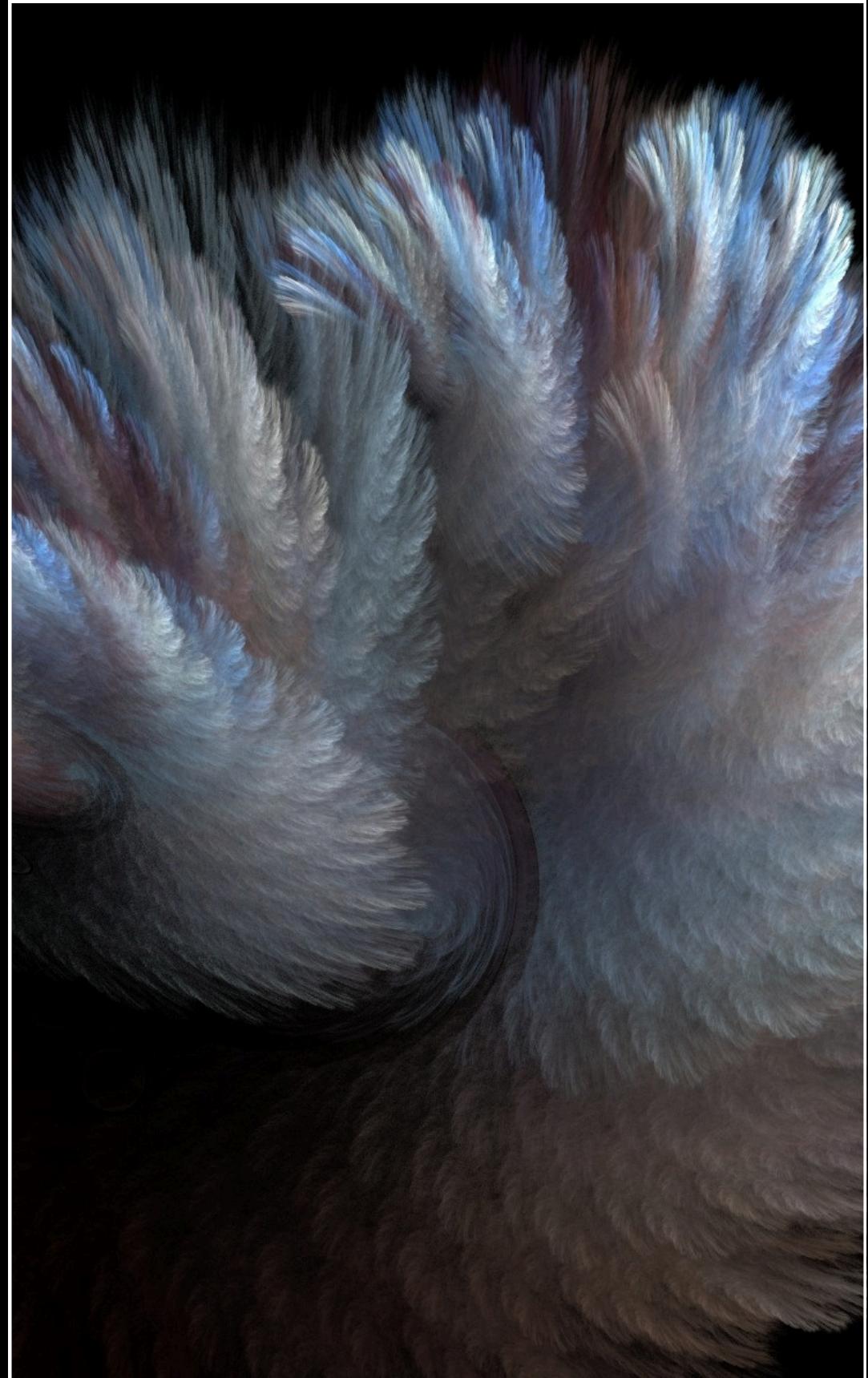
**Power BI From Simplilearn
SkillUp**



Created a comprehensive database of military personnel including name, ID, department, branch, medals, and deployment details.

Used Excel tools like sorting, filtering, and data validation to organize and maintain accurate records.

Added calculated columns for years of service and joining date to track experience and deployment history



ABOUT

Tools Used: MS Excel / Google Sheets

Created and maintained a detailed database of soldiers, including name, ID, rank, department, deployment status, and years of service.

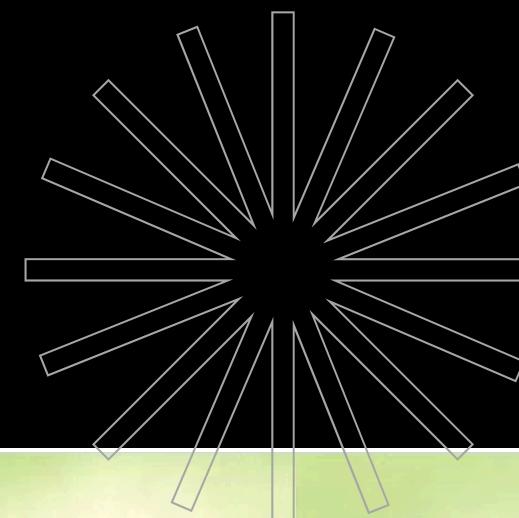
Used formulas and filters to quickly retrieve information and ensure data accuracy.

SAMPLE DATA VIEW (MILITARY PERSONNEL SHEET)

A	B	C	D	E	F	G	H	I	J	K	L
Military Personnel Sheet											
Soldier ID	Name	Branch	Role	Rank	Department	Ship/Base	Joining Date	Medals	Year of Experience	Status	Deployment Status
S101	Anuj	Army	Squad Leader	Colonel	Infantry	Delhi Cantonment	11-Jan-13	5	12	Retired	Retired
S102	Ashok	Army	Platoon Leader	General	Infantry	INS Chennai	1-Dec-11	6	14	Retired	Retired
S103	Anshul	Army	Weapons Specialist	Naik	Artillery	Hindon Airbase	2-Aug-23	1	2	Active	Currently Serving
S104	Deep	AirForce	Fighter Pilot	Aircraftman	Air Defense	Pune Cantonment	25-Apr-22	1	3	Active	Currently Serving
S105	Deepika	Army	Squad Leader	Naik	Infantry	INS Arihant	19-Mar-20	2	4	Active	Currently Serving
S106	Arpit	Navy	Combat Engineer	Seaman	Marine	Agra Airbase	13-Jun-24	0	1	Training	In Training
S107	Sarthak	AirForce	Transport Pilot	Aircraftman	Flying	Banglore Camp	12-Dec-25	0	0	Training	In Training
S108	Deepa	Army	Platoon Leader	Lance Naik	Infantry	INS Chennai	25-Nov-25	0	0	Training	In Training
S109	Rinki	Navy	Weapon Technician	Commander	Technical	Delhi Cantonment	23-Jun-15	5	10	Transferred	Moved
S110	Manoj	AirForce	Artillery Officer	Wing Commander	Artillery	Pune Cantonment	10-Jan-12	6	13	Retired	Retired
S111	Vamika	Army	Signals Officer	Major	Artillery	Agra Airbase	6-Aug-14	4	9	On Leave	Temporarily away
S112	Shivam	AirForce	Ground Staff Officer	Flight Lieutenant	Flying	INS Vikrant	8-Nov-17	3	8	Transferred	Moved
S113	Krishnamurthy	Army	Signals Officer	Havildar	Artillery	Jaipur Garrison	11-Dec-19	4	6	Active	Currently Serving
S114	Ashok	Army	Platoon Leader	Naik	Infantry	Hindon Airbase	11-Dec-21	1	4	On Leave	Temporarily away
S115	Samrat	Army	Weapons Specialist	Lieutenant	Artillery	Jodhpur Airbase	13-Sep-20	3	5	Active	Currently Serving
S116	Deepshika	AirForce	Fighter Pilot	Aircraftman	Air Defense	Jaipur Garrison	4-Feb-23	0	2	Active	Currently Serving
S117	Deepak	Army	Squad Leader	Naik	Infantry	INS Arihant	4-Sep-22	1	3	Active	Currently Serving
S118	Arpita	Navy	Combat Engineer	Sub Lieutenant	Marine	INS Vikrant	30-Dec-15	6	10	Transferred	Moved
S119	Harshit	AirForce	Transport Pilot	Air Marshal	Aviation	Mumbai Naval Base	23-Jul-13	8	12	Transferred	Moved
S120	Nitish	Navy	Warehouse Supervisor	Captain	Logistics	Delhi Cantonment	24-Jul-10	7	15	Retired	Retired
S121	Rinku	Army	Squad Leader	Lance Naik	Infantry	Chandigarh Airbase	23-Nov-24	0	1	Training	In Training
S122	Naman	Navy	Logistics Officer	Seaman	Logistics	Pune Airbase	12-Oct-25	0	0	Training	In Training
S123	Priyansh	AirForce	Engineer Officer	Corporal	Engineer	Pune Cantonment	13-Feb-23	1	2	Active	Currently Serving
S124	Harman	AirForce	Logistics Officer	Aircraftman	Logistics	INS Chennai	12-Oct-24	0	1	Training	In Training
S125	Aman	Navy	Marine Infantry	Seaman	Marine	INS Arihant	12-Oct-23	0	2	Active	Currently Serving
S126	Amanjot	Army	Engineer Officer	Lance Naik	Engineer	Pune Airbase	4-Aug-25	0	0	Training	In Training
S127	Shivani	Navy	Ground Staff Officer	Lieutenant	Aviation	Agra Airbase	3-Apr-17	3	8	Transferred	Moved
S128	Isha	AirForce	Transport Pilot	Sergeant	Flying	Jodhpur Airbase	26-Mar-21	1	4	Active	Currently Serving
S129	Jagrati	AirForce	Fighter Pilot	Pilot Officer	Air Defense	INS Vikrant	23-Feb-21	3	6	On Leave	Temporarily away
S130	Jyotiasha	Navy	Sonar Operator	Petty Officer	Sub Marine	Banglore Camp	8-Dec-20	2	5	Active	Currently Serving

DASHBOARD

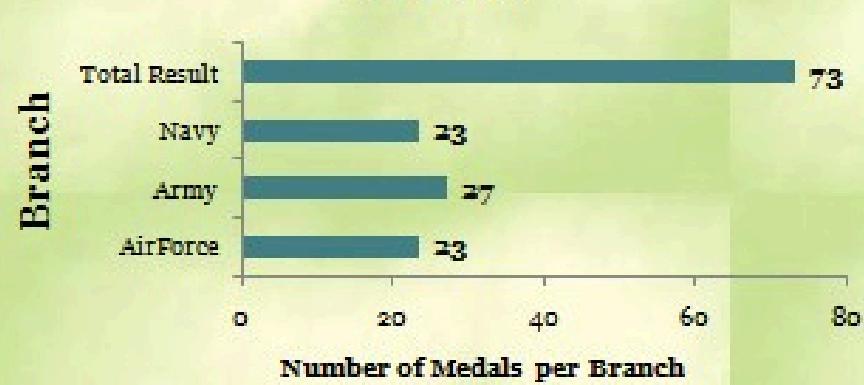
Excel-based Military Data Analysis Dashboard showcasing branch-wise performance, experience, and personnel insights through pivot charts



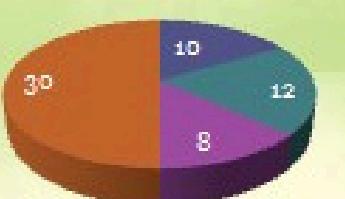
Military Data Analysis Dashboard

Analyzing defence forces across branches, roles, and achievements

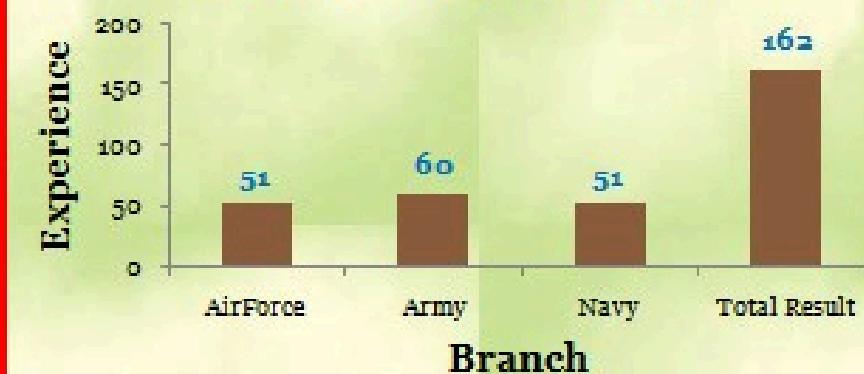
Total Medals Earned per Branch



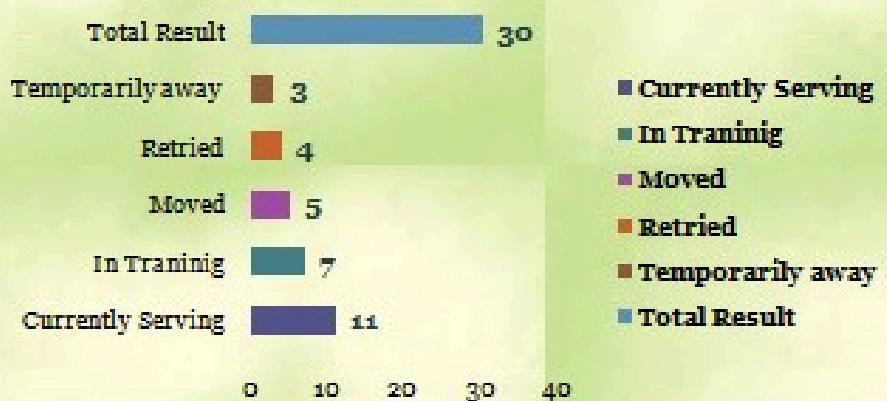
Personnel Distribution by Branch



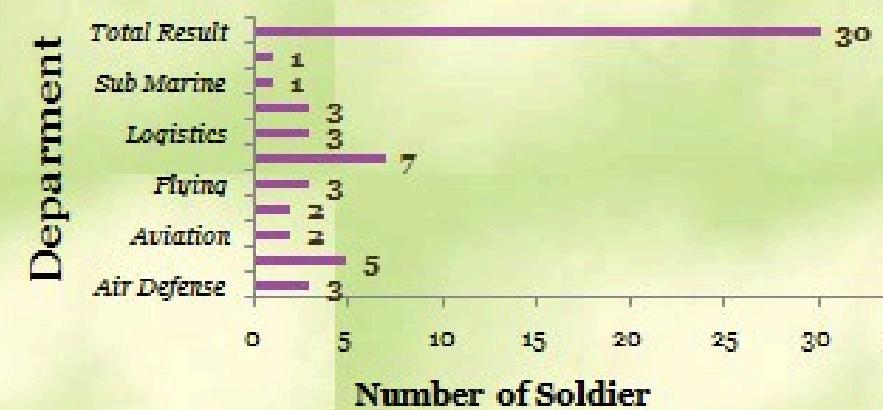
Experience by Branch



Deployment Status Overview



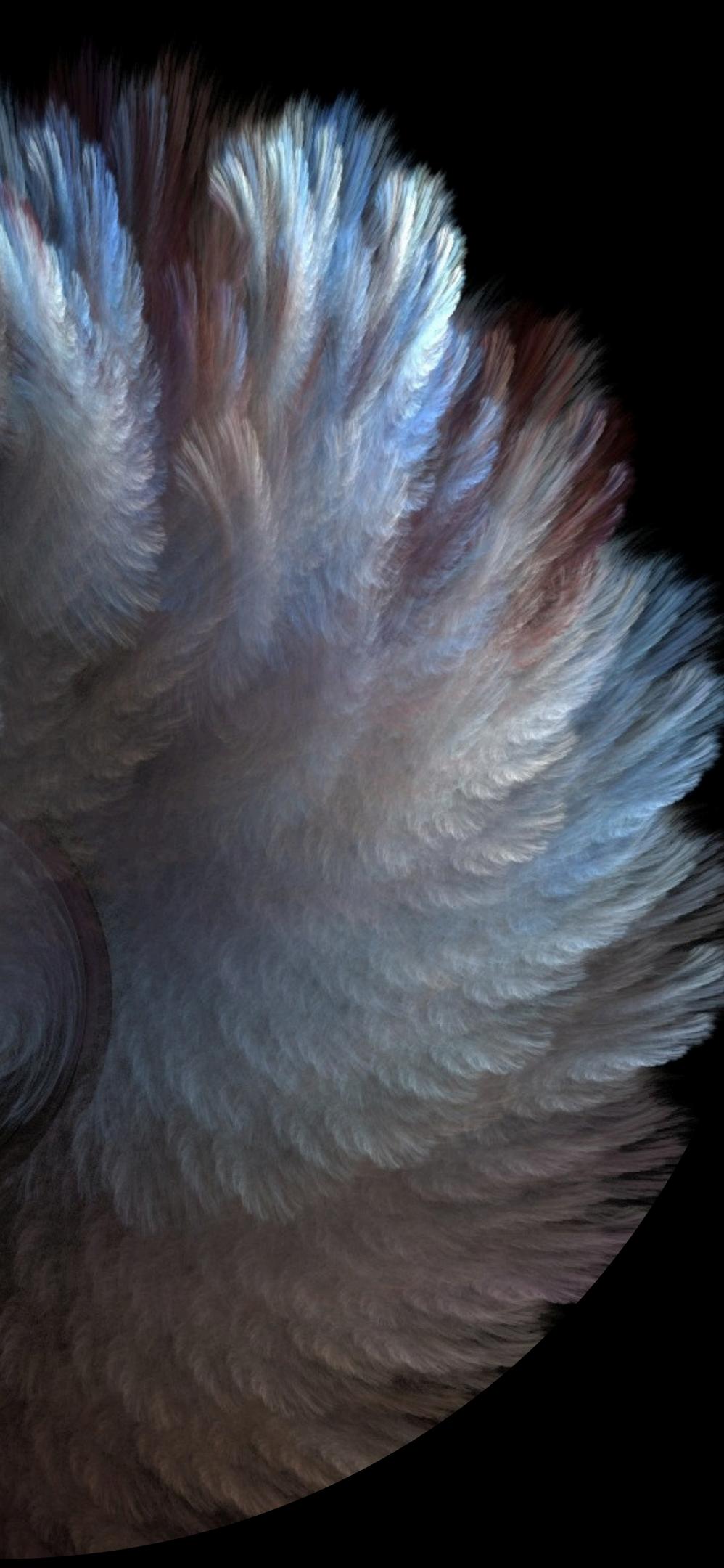
Personnel by Department



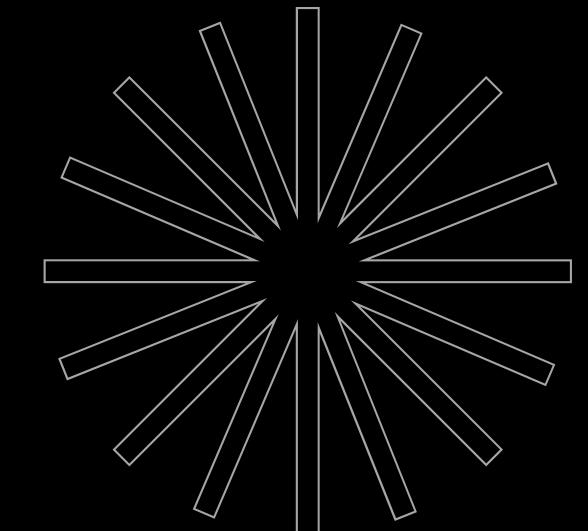
Military Performance Snapshot

Total Soldiers: 350
Total Branches: 3
Average Experience: 5.4 years
Total Medals: 73

Created by: Manya Gupta



LET'S WORK TOGETHER



EMAIL

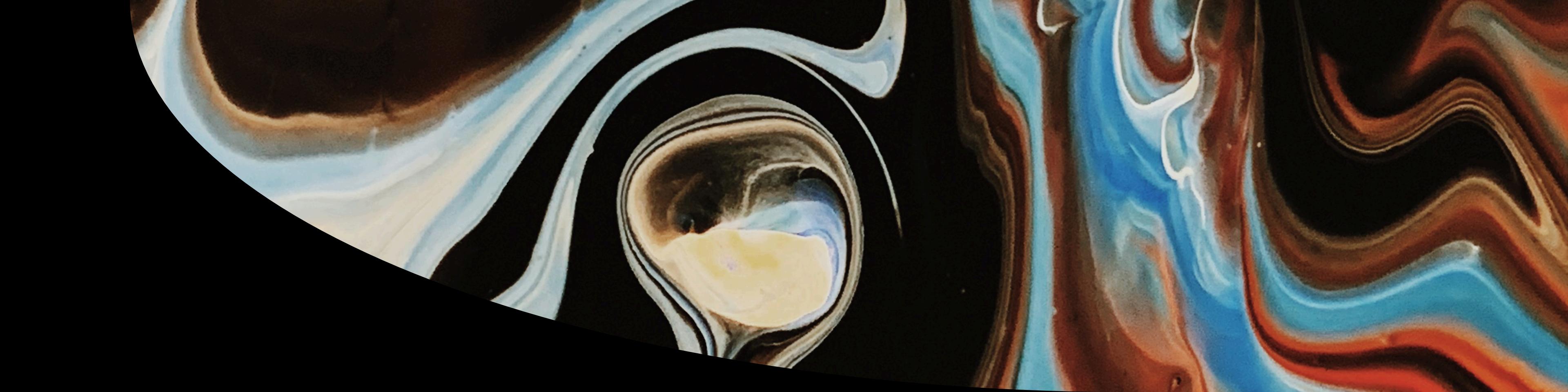
manyagupta201@gmail.com

PHONE

8938048260

ADDRESS

*Firozabad, Uttar Pradesh,
India*



THANK
YOU

