



# Mohan Siva

## Data Collection Analyst



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An organized and reliable candidate who successfully manages multiple priorities with a positive attitude. Willingness to take on additional responsibilities to achieve team goals.

Experienced employees with experience meeting requirements, improving processes, and exceeding requirements in a team environment. A hardworking individual with excellent communication skills, the ability to prioritize and organize tasks, and a deep understanding of industry concepts.

## Work History

NOV 2017- FEB 2018  
Customer Service Representative – Part Time  
**Homecenter Lifestyle Pvt Ltd**

DEC 2018 – MAR 2019  
Finance Trainee – Internship  
**Ashok leyland Ltd**

An internship for the development of accounting and management abilities. The main objective of this intern is to analyse how an organization performs day-to-day operations and to collect three years of journal entries for the purpose of information and studies.

NOV 2019 – FEB 2022  
Data Collection Analyst  
**Stats Perform Pvt Ltd**

- I worked as a data collection analyst. The work generally is based on statistical information related to sports. Specifically, soccer, basketball, volleyball, and rugby.
- It is my responsibility to analyse and rectify the data. If the information is inaccurate or has replicas in the database, I must update it.
- I set certain limitations and criteria to acquire a decent point of view in a visual presentation so that my peers could comprehend it more easily. And my shift leader loves using this approach while educating new employees.
- Finally, it alters my job speed as a trainer and DCA, and I've moved to different teams to perform what I do effectively.

## Skills

- Data collection and review
- Office 365
- Multi-tasking abilities
- HTML & CSS
- Research and data collection
- G-suite
- Basic Accounting
- Logo & Illustration Designing

## Education

**2014**  
SSLC  
**Montfort Matriculation Higher Secondary School**  
Scored: 56.6%

**2016**  
HSC - Commerce Business Mathematics  
**Kumararajah Muthiah Higher Secondary School**  
Scored: 57.42%

**2016 – 2019**  
Bachelor of Commerce – Corporate Secretaryship  
**Presidency College**  
GPA: 3.2

## Hobbies & Interests

Mobile gaming is more accessible these days, and I'm usually into gaming, and it's one thing that I'm good at. And I really dug too deep to learn how it all began, so I began my journey to learn how the backend processes are all working, i.e., programmers, graphics engines, programming languages like C, C++, and C#, content creation for mobile gaming, and the final point is creativity, etc. For me, this goes beyond a simple hobby. This hobby has educated me so much. and I'm still figuring things out.