

# Sudhir Rout

DATA ANALYST

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## Profile Summary

- I am a highly efficient professional with over 5 years of experience, having started my career as a Data Analyst and currently serving as a Data Coordinator.
- Throughout my journey, I have contributed my skills to diverse domains, including Insurance, Healthcare, Marketing, and Human Resources.
- My technical expertise spans Advanced Excel, Power Query, Power BI, GitHub and proficiency in SQL Server. These tools have empowered me to extract meaningful insights and drive data-centric decision-making.
- Self-driven with constant willingness to learn and actively seeking opportunities in the field of data science. and analytics and I am open to new opportunities and challenges where I can leverage my skills to make impactful contributions.

## Objective:

Seeking for a responsible career opportunity to fully utilize my training and skills while making a significant contribution to the success of the company.

## Employment History:

Data Analyst, IKS Health Pvt Ltd. (July 2022 – Present)

### Role & Contribution (Co-Ordinator as on Contract Basis)

1. Collect, analyse, and interpret the data to identify trends, patterns, and insights related to workforce metrics, employee engagement, turnover, and other areas.
2. Generate monthly dashboards using power bi and looker studio to communicate key metrics and trends to management, helping them make informed decisions regards attrition, Hiring and budgeting cost.
3. Using power bi functions like Dax query, Power Query , Modelling tab to get a Realtime data analysis.
4. Using SQL server to maintain and update data on daily basis.
5. Fire SQL queries like (CRUD, Indexing, Triggers, Functions, Procedure, Joins, ACID ) and cross verify with dashboard output.
6. Analyse and optimize SQL queries for improved performance and efficiency.
7. Fetching data from crm tool to create reports, and share with management on a weekly basis.
8. Conduct analysis on compensation and benefits data to ensure competitiveness in the job market and compliance with relevant regulations also comparing internal parity to maintain fairness and equality.
9. Maintain Close look on emails, act rapidly on prioritize task given by management and complete that asap.

10. Use Ms word to documenting process, data sources, transformations, and visualization methodologies to ensure transparency and facilitate knowledge sharing within your team or organization.
11. Scheduling meetings with stakeholders to discuss views and analysis on attrition, hiring, employee performance.
12. Collaborating with the testing team to modify or create new tests for candidates as per stakeholder instruction.

### Projects:

- 1) **TA Performance Dashboard**: This Reports help to Leader to get all the performance of their respective team member in their respective duration.
- 2) **Test Usage Reports** Analysis the Monthly test cost and vendor cost and its impact and reason.
- 3) **Power Bi tool used to create above projects.**

Technical Skills: Advance Excel\* Sql Server \* Power Bi Reports \* Data Visualization \* Data Analysis \* Google sheet \* Git Bash \*Problem Solving \* Decision Making \* Stakeholder Engagement\* Team Work \* Pivot Table\* VLOOKUP\* MIS\*Communication \* VBA Macro \* G-suite\* Dax Query\*

### eClerx Services PVT LTD (Mumbai) Data Analyst, (July 2018-July 2021)

- Execute and monitor daily tasks, promptly analysing and resolving issues.
- Fetch the data from salesforce for daily tasks and clean Raw data to using power query and then share within team for execution.
- Automate the repeated task and report formatting using Macro recordings and Advance Excel.
- Using Power bi Desktop to create Bi-Monthly , Monthly and QBR reports.
- Cross-verify dashboard results with SQL query outputs.
- Learned Client interaction, requirement and gathering, preparing documents, SOP etc.
- Keep track of client emails and promptly acted upon updates.
- Engage client through mail conversation ad-hoc on-call support and mostly on Skype/MT/Zoom messenger.
- Make Process Documentation such as SOP's/Checklists/Click Level Process Maps using MS Visio.
- Conducted thorough Audits task executed by team.
- Take the ownership of end-to-end process and lead team of 16 members for 10 months to complete the Data Enrichment Research projects.
- Ensured projects were delivered within the agreed-upon Turnaround Time (TAT) and Implemented strategies to enhance team collaboration and productivity.

Skills: \* Advance Excel \* Power Bi Desktop \* Data Cleansing \* Data Visualization \* Data Analysis \* Client Communication \*.Team Work\* Record Macro\* SLA\* VBA Automation\*Problem Solving\*.Mis\* Dashboard Report\* Power Query\* KPI\* Key Metrics\* Team Handling\*

Wipro BPS Ltd (Navi Mumbai)  
Associate (FEB 2018 – MAY 2018)

### Role & Contribution

- Acquired knowledge of the billing process within the organization.
- Managed requests for modification, settlement, or any changes that came from clients.
- Generated monthly billing reconciliation reports and shared them with clients to keep them informed about their insurance details.
- Maintained accurate and detailed records of process activities, ensuring proper documentation.
- Skills:\* Excel \* Word \* Problem Solving\* Team Work\*.

### EDUCATION QUALIFICATION:

- B.COM (Passed with 'A' grade in 2015 from Utkal University.)
- 12<sup>TH</sup> Commerce From Odisha state board in 2012.
- S.S.C From Odisha Board in March 2010.

### Skill Set:

- Self Motivated, Honesty & Punctual.
- Logical Thinking, Problem Solving skills & Analytical skill.
- Time Management, Decision making & Team Work.
- Team Handling, Client Communication & interpersonal skills.

**\*\* Pursuing Data Science & Advance AI Certification From Learnbay.**

### TECHNICAL SKILLS:

- SQL Server , T-Sql, Advance Sql
- Power Bi - (Dax, Create Measures, Append Query, Merge Query, Publish Dashboard, Refresh Dashboard with help of Data Gateway, Power Query).
- Advance Excel & Vba Automation
- Ms PowerPoint
- Team Handling, Communication, Stakeholder Management, Audit, Problem Solving, Change Management, Tat adherence, Business Rules.

**HOBBIES :** (Reading Books, Learning New Technology, Cooking, Playing Cricket & Carrom)

### DECLARATION:

I hereby declare all the above information is true to best of my knowledge.

Date:

Place:

[Sudhir Rout]