

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)

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- Collect, analyse, and interpret the data to identify trends, patterns, and insights related to workforce metrics, employee engagement, turnover, and other areas.
- 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.
- Using power bi functions like Dax query, Power Query , Modelling tab to get a Realtime data analysis.
- Fire SQL queries like (CRUD, Indexing, Triggers, Functions, Procedure, Joins, ACID) and cross verify with dashboard output.
- 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.
- Use Ms word to documenting process, data sources, transformations, and visualization methodologies to ensure transparency and facilitate knowledge sharing within your team or organization.

- Scheduling meetings with stakeholders to discuss views and analysis on attrition, hiring, employee performance.
- Collaborating with the Vendors to do some changes or create new assignment for candidates as per management 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.

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

- Managed requests for modification, settlement, or any changes that came from clients.

- Generated monthly billing reconciliation reports using MS excel 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.)
- Pursuing Data Science & Advance AI Certification From Learnbay.

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.

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.