ABHISHEK SINGH

Data Analyst

Experienced MIS Executive with 5 years of success in data analysis, management reporting, and system development. Proﬁcient in Python, Excel, and Data Analytics, with a proven ability to provide valuable insights to support business decisions.

# WORK EXPERIENCE

## MIS Executive

### Jaro Education

*08/2023 - Present*, *Mumbai, India*

I am skilled in data management, report generation, and Excel spreadsheet management.

Proﬁcient in Microsoft Excel, including advanced functions such as VLOOKUP, pivot tables, and macros.

Proﬁcient in SQL for data manipulation, retrieval, and analysis, with "hands-on experience" in writing complex queries for diverse business needs.

Generated reports, charts, and dashboards to visualize data trends and assist decision-making.

## Back Oﬃce Executive

### VISTARA

*11/2022 - 07/2023*, *Mumbai, India*

I meticulously maintained daily records using Microsoft Excel sheets and expertly prepared comprehensive reports for various departments.

I conducted document veriﬁcation processes to ensure accuracy and conﬁdentiality.

Managed and maintained large datasets, ensuring data accuracy, completeness, and conﬁdentiality.

## Back Oﬃce Executive

### SPICEJET LTD

*02/2019 - 09/2022*, *Mumbai, India*

Data Entry: Proﬁcient In Entering, Updating, And Maintaining Data In Excel Spreadsheets.

Competent In Using Basic Formulas Such As SUM, AVERAGE, MAX, And MIN For Data Analysis.

Collaborate with other departments to understand their information needs.

# SKILLS

#### 

MS Oﬃce

Python

SQL

Logic and Analysis

Statistics and Probability

Tableau

# PERSONNEL COMPETENCE

#### Coffee Sales Dashboard (03/2024)

I recently tackled a fascinating project analyzing coffee sales data, and the insights gained were Sales Per Week, Sales Per Month, Sales Per Location

#### Pizza Sales SQL Project (04/2024)

we calculate the percentage contribution of each pizza type to total revenue, providing insights into the relative importance of different pizza varieties and the top 3 most ordered pizza types based on revenue for each pizza category, allowing for targeted marketing strategies and menu optimization.

We analyze the cumulative revenue generated over time to understand sales trends and patterns.

# CERTIFICATES

#### Excel A-2-Z Course from Job Learnings (08/2022 - Present)

Python Bootcamp Course from Job Learnings (10/2022 - Present)

Data Science Course, (12/2023 - Present)

# LANGUAGES

**EDUCATION**

## M.Sc. (Physics)

### New Viva College of Arts, Commerce, and Science.

*02/2021*, *Mumbai, Maharashtra*

## B.Sc. (Physics)

### R. D. National & W. A. Science College

*06/2017*, *Mumbai, Maharashtra*

English

*Full Professional Proﬁciency*

Marathi

*Full Professional Proﬁciency*

# INTERESTS

Reading books

Technology

Hindi

*Full Professional Proﬁciency*

Football

#### 

Cricket

Gymming