# Keerthi Gaddi

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# ***Location****: London.*

***SUMMARY:***

I am a skilled Database Administrator who has excellent IT/computer skills and a sound working knowledge of all Microsoft packages as well as many others such as SQL. Producing Tables, queries, forms & reports using MS Office programs(Excel, Access,SQL, Word and Outlook).

Data analyst with overall experience including strong knowledge and experience with Excel reporting, Pivot tables, Dashboards, Vlookup , Macros ,MS Word, K8, procure wizard, customer service and SAP Business objects. skills that are required for the business.Successfully interpreted data to draw conclusions for managerial actions.Manage the planning and development of design and procedures for metrics reports.Optimized data collection procedures and generated reports on a weekly monthly and quarterly basis.

Holds a bachelor’s degree in Electronics and Communication Engineering. udemy certified in SQL Course and also Self-learning of database such as Oracle.

***TECHNICAL SKILLS:***

* *Advance level Excel and SQL.*
* *Vlook up*
* *PivotTables*
* *PivotChart*
* *Flash Fill*
* *Quick Analysis*
* *Power View*
* *Conditional Formatting and KPI’s.*
* *Transposing columns into rows (and vice versa).*
* *High level of Business reporting software applications.*
* *Experience in Designing Dashboard.*
* *Strong time management skills and multi-tasking capabilities.*
* *Strong Analytical and logical skills along with problem solving abilities.*
* *Strong written and oral communication skills.*
* *Input data accurately into Excel spread sheets.*
* *Designed various SQL queries to extract data from Databases..*
* *A very quick learner of any new technology or concept.*
* *Prioritized works accordingly and met the deadlines.*
* *Validation and quality checking of data in Standard Reports.*
* *Ensured all the information produced and reports generated are accurate.*
* *Periodical checks to ensure data is of the highest quality.*
* *Monitored data and resolved issues raised by different teams.*
* *Analyzing the trends and presenting them in friendly manner .*

***WORK EXPERIENCE:***

***Company : Harvey and Brockless,UK July 2019-July 2020.***

***Department : Finance.***

***Job Title : Database administrator/Data Analyst.***

***Key Responsibilities:***

* *Distribute key reports to senior management in the business in a timely manner.*
* *Distribute key monthly sales statistic reports to the Sales teams to monitor budgets and targets progress.*
* *Maintain and publish the monthly KPI reports required within the business.*
* *Maintain key reports to be used for the sales team budgeting process.*
* *Maintain key reports to be used to generate new customer pricing agreements.*
* *Automate and publish all external customer reporting requirements.*
* *Maintain and update all agreed customer pricing on the internal ERP system.*
* *Maintain and update all agreed customer pricing on external customer portals and external systems.*
* *Maintain and update all agreed supplier reporting internally and externally.*
* *Support the customer EDI processes across the business ensuring documents are transmitted as required.*
* *Analyse Sales and Margin discrepancies on the internal reporting.*
* *Maintain business intelligence reports.*
* *To automate key performance indicator used within the business.*
* *To automate and schedule all customer and supplier focused reports to ensure these are distributed externally in a timely fashion.*
* *To analyze generated data and work with the users to highlight key areas.*
* *Confident in engaging with other staff in other departments including external contacts.*
* *Developing professionally presented and accurate reports using MS Excel,* *Access and SQL.*
* *Successfully interpreted data to draw conclusions for managerial actions.*
* *Manage the planning and development of design and procedures for metrics reports.*
* *Preparation and analysis of Employee data such as timesheets, client billing and contractor invoices. Used advanced Excel to create Pivot tables, used VLOOKUP and other Excel functions.*
* *Creation of forms to allow entry of data onto Excel spreadsheets and SQL Database.*
* *Optimized data collection procedures and generated reports on a weekly monthly and quarterly basis.*
* *Apply logical thinking and strong problem solving processes to find efficient solutions for business challenges using SQL.*
* *Supported senior management with up to date data analysis, including both regular reporting and ad-hoc analysis (reporting).*
* *Supported in managing and co-coordinating the collection, analysis, validation, preparation and presentation of data and statistical information.*
* *Worked with data suppliers to ensure data is available to the organization in an appropriate format and assessed the initial quality of the data upon receipt.*
* *Extracted data from Word, Excel, PDF files, MS Access, SQL server and from various websites.*

***Company : NHS. April 2021-May 2021.***

***Department : Self-Administration COVID TESTING SITE.***

***Job Title : Site operative.***

***Key Responsibilities:***

* *Worked through hays agency.*
* *DBS check done.*
* *Collecting COVID testing bags and sending them off.*
* *Ensuring those are following social distancing whilst waiting.*
* *Safeguarding adults and children.*
* *Give support and help and People traffic control.*
* *PPE Trained.*
* *First Aid Trained.*
* *Set up sites*
* *Fire awareness and marshall.*
* *Infection control awareness and Health and safety standards.*
* *Clear communication.*
* *Ability to work individually and as a team member.*
* *Putting together tests.*

***ACADEMIC RECORD:***

B.Tech in Electronics and Communication Engineering, JNT University, India.

Board of Intermediate.

Board of Secondary School Education.