PRASHANT SHARMA

DATA ANALYST

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SUMMARY

Data Analyst with 3+ years of combined experience in data analysis, visualization, reporting automation, and IT training. Skilled in Excel (Advanced), Power BI, and POS reporting, with proven success in developing dashboards that improved reporting efficiency by 25%. Strong communicator with expertise in data management, KPI tracking, and client collaboration.

PROFESSIONAL EXPERIENCE

Data Analyst -Vervebot   **March 2024 – Present**
Gurugram-Haryana

- Designed and deployed an interactive Power BI Sales Dashboard integrating POS, inventory, and profit data to analyze sales by department, products, and timeframes.
- Managed invoices and inventory using ICMS, ensuring 100% accuracy and timely updates for seamless operations.
- Automated reporting processes, improving data delivery efficiency by 25%.
- Generated KPI-based reports, sales trends, and top product analysis for management decision-making.
- Maintained client communication to address requirements and provide insights.

Computer Teacher- Analyzer Institute   **Sep 2021 – Mar 2024**
Pilibhit- UP

- Taught computer fundamentals, programming, and software applications to students across various skill levels.
- Developed curriculum-aligned lesson plans and training materials.
- Conducted group and individual sessions to enhance technical proficiency.

PROJECTS

Sales Dashboard – Power BI *(Vervebot Internal Project)*

- Built an **interactive Power BI dashboard** analyzing retail sales, profit margins, and top-performing products.
- Integrated multiple data sources including POS and ICMS.
- Delivered KPI-driven insights with dynamic filters for departments, products, and timeframes

SKILLS

- **Data Analysis & Visualization:** Excel (Advanced), Power BI, Tableau (learning), DAX, Power Query
- **Data Management:** ICMS, POS Reporting, Data Cleaning, KPI Tracking
- **Business Tools**: Microsoft Office Suite, Reporting Automation, Presentation Design
- **Soft Skills:** Client Communication, Problem Solving, Attention to Detail
- **Other:** ChatGPT for productivity, Data Entry

EDUCATION

Master of Business Administration (In Progress)
Uttaranchal University, Dehradun
Bachelor of Science in Agriculture
MJPRU, Bareilly, 2023
Intermediate (Agriculture)
U.P. Board, 2018
Intermediate (PCM)
U.P. Board, 2016
High School
U.P. Board, 2014

ADDITIONAL INFORMATION

- **Languages:** English, Hindi

CERTIFICATIONS

Certificate as a Domestic Data Entry Operator
Unifiers Social Ventures Pvt. Ltd.

- Skills: Data Entry, Microsoft Excel, Data Management

Certificate in CCC (Course on Computer Concepts)
National Institute of Electronics and Information Technology (NIELIT)

- Skills: Computer Fundamentals, MS Office, Basic Programming

Certificate in 'O'-Level
National Institute of Electronics and Information Technology (NIELIT)

- Skills: Programming, Database Management, Web Design