

RAKSHA KC

PROCESS ASSOCIATE

CONTACT



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Madurai, Tamil nadu, India

EDUCATION

Bachelor's Degree

Mepco Schlenk Engineering College
2013-2017

- 4 years of studying and projects experience in computer science in various fields, such as Website designing, Android app development, Image processing, and Database management

CERTIFICATION

Google Data Analytics Professional Certificate
2023

- 6-month extensive training online program. Demonstrated hands-on experience with data cleaning, data visualization, project management, interpreting and communicating data analytics findings. Confidence in transforming complex data into actionable and clear insights. Basic knowledge in Scripting/Programming languages and a solid understanding of database.

IBM Data Analyst Professional Certificate
2024

- 4-month training of in-demand skills like Python, Excel, and SQL, Develop working knowledge of Python language for analyzing data using Python libraries like Pandas and Numpy, and invoke APIs and Web Services and build Projects.

SUMMARY

Goal-driven and detail-oriented Analyst with a bachelor's degree in computer science and Certification at Google 'Data Analytics Professional Certificate' and IBM 'Data Analyst Professional Certificate'. I am proficient in SQL Big Query, MS Excel, Basic Python and Google Sheets with a solid understanding of the data analysis methodologies and data visualization tools such as Tableau. Experienced in market analysis and customer segmentation projects, utilizing analytical skills to derive actionable insights. Adept at Data cleaning, analysis, and visualization, seeking to leverage technical expertise and contribute to organizational growth with my knowledge and experience.

WORK EXPERIENCE

Front Desk Administrative

Gurusamy Retail Stores, Madurai, Tamil nadu

2017-2019

- Greet all clients, manage check-ins, pickups and payment
- Responding to phone calls and emails
- Office management and administration
- Responsible for ordering, tracking and managing office inventory, supplies and purchases
 - Ensure all outsourced garments are appropriately tagged, distributed and delivered
- Properly record and document all details, refunds and other failures of process

Process Associate - Search Optimization

Kriya NextWealth Private Limited, Vellore, Tamil nadu

2024

- Mine Voluminous data and Proficient in Excel
- Need to validate, curate and enrich the data as per SOP
- For a US E-commerce Giant

TECHNICAL SKILLS

- | | |
|--------------------------|-----------------------------|
| • SQL, BigQuery | • Data Collection |
| • Tableau and Dashboards | • Data Cleaning |
| • MS Excel, Pivot Table | • Data Visualization |
| • Google Sheets | • Data Analysis |
| • Basic Python | • Microsoft Office Package |
| • IBM Cognos Analytics | • Reports and Documentation |

SOFT SKILLS

- | | |
|--------------------------|---------------------|
| • Skilled communicator | • Mission Driven |
| • Presentation skills | • Problem Solving |
| • Team work, Flexibility | • Time Management |
| • Analytical skills | • Organizing Skills |
| • Attention to detail | • Critical Thinking |
| • Decision Making | |

PORTFOLIO

- Cyclistic Case Study -1 (<https://github.com/Raksha-17/Cyclistic-Case-Study>)
- BellaBeat Fitness Case Study -2 (<https://github.com/Raksha-17/BellaBeat-Fitness-Case-Study>)
- Airbnb Jersey City Case Study -3 (<https://github.com/Raksha-17/Airbnb-JerseyCity-Case-Study>)