# Student Marksheet Reporting Project – MS Excel

Prepared to demonstrate MS-Excel proficiency.

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Date: September 19th, 2025

Confidential Document – Prepared for Demonstration Purposes

## Executive Summary

This project demonstrates the preparation and reporting of student marksheet data using MS-Excel. It covers manual data entry, subject-wise score calculation, percentage evaluation, grade assignment, and ranking of students. The report highlights my ability to structure academic performance data into a clear, accurate, and professional report. This demonstrates practical Excel skills aligned with the expectations of a Data Entry Executive role.

## Project Objectives

* Prepare a structured student marksheet system using MS-Excel.
* Enter and organize student academic data (roll number, subjects, marks).
* Apply formulas to calculate total marks, percentage, and grade.
* Rank students based on their performance.
* Generate a final academic report with clarity and accuracy.

## Methodology & Process

1. Raw Data Entry – Student details (roll number, name, subject-wise marks) were manually entered into Excel in a structured format.

2. Calculations – Excel formulas were used to calculate total marks, percentages, and grade classification based on predefined criteria.

3. Ranking – Students were ranked according to percentage scores using sorting functions.

4. Final Report Preparation – A complete marksheet report was created, including total marks, percentage achieved, grade, and overall ranking.

## Key Results

* Accurate percentage calculation for each student.
* Grades assigned based on performance (e.g., >=90%: A+, >=80%: A, >=70%: B, etc.).
* Ranking system generated to identify top-performing students.
* Example: Student Prachi (Roll No. 52) achieved the highest score with 91% and was ranked #1.

## Benefits & Impact

* Eliminates manual errors in student marksheet preparation.
* Saves time by automating calculations and ranking.
* Provides transparent and standardized reporting for academic evaluation.
* Scalable model – can be applied to larger datasets or institutional reports.

## Conclusion

This project demonstrates my proficiency in MS-Excel and MS-Office reporting, showcasing accuracy, detail orientation, and structured data management. By converting raw academic records into an organized marksheet report, I have demonstrated the same level of precision and professionalism required in a corporate environment. These skills directly align with the responsibilities of a Data Entry Executive at Axe Consultancy & Security Services LLC.