

Cover Letter

Dear Hiring Manager,

I am writing to express my interest in your esteemed organization. As a recent graduate with a B.Sc. in Information Technology and a strong foundation in data analysis tools, including SQL, Power BI, Excel, and Python, I am enthusiastic about the opportunity to contribute to your team.

During my academic journey, I developed several data-driven projects, including Sales Dashboards, Budget Trackers, and an AI-powered virtual mouse, which enhanced my technical and analytical skills. My internship at Deloitte also provided me with practical experience in Tableau and Excel.

I am passionate about turning complex data into actionable insights, and I am confident that my skills and eagerness to learn make me a strong fit for this role.

You can view more of my work on my GitHub (<https://github.com/Jagruti-Pandey>) and connect with me on LinkedIn (<https://www.linkedin.com/in/jagruti-pandey-769a6626b>).

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,

Jagruti Pandey

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Jagruti Pandey

☎ +91-9167660802 | ✉ jagudp18@gmail.com | 📍 Mumbai, Maharashtra

📁 Skilled in IOT, AI, ML, SQL, PLSQL, Power BI, Python, Excel

🌐 GitHub: <https://github.com/Jagruti-Pandey>

🌐 LinkedIn: <https://www.linkedin.com/in/jagruti-pandey-769a6626b>

Professional Summary

Detail-oriented and motivated data analyst skilled in Power BI, Excel, Python, and SQL. Experienced in building interactive dashboards and AI-driven applications. Passionate about transforming raw data into actionable insights. Eager to contribute analytical expertise in a dynamic organization.

Education

B.Sc. in Information Technology

Shree Shankar Narayan Education Trust's College, Thane

2022 – 2025 | Score: 76%

Class XII – Maharashtra State Board

2022 | Score: 67% | 🏆 1st Position in Quiz Competition

Class X – Maharashtra State Board

2020 | Score: 72%

Certifications

- **Master Data Analyst Boot Camp- Ongoing (May 2025-Present)**
- **Data Analyst with Python – Ongoing (May 2025 – Present)**
- **Diploma in Computer Software Programming – Completed (June 2022)**

Internship Experience

Data Intern – Deloitte

📅 April 2025

- Completed data tasks using Tableau and Excel
- Worked on data visualization and spreadsheet analysis

Projects

Tableau Dashboard 2(Tableau)-June 2025

I create dashboard based on total transactions by city , age groups , payment method

using map visual , card visual

Tableau Dashboard (Tableau)-June 2025

I create a dashboard based on profit, sales, and order quantity by month using Tableau and tools like bar chart, line chart, and pie chart

Production Dashboard (Excel)-June 2025

I create a Production Dashboard using Excel about region, gender, age groups with the help of 3D column, 3D bar, 3D line, 3D pie

Excel Report Dashboard (Excel)-June 2025

I am creating an Excel report dashboard using a pie chart, column chart, bar chart, and line chart about total profit, expenses, and revenue

UPI Transactions Data Analysis (Power BI)-June 2025

I create UPI transactions data analysis using line chart, column chart, slicer, matrix, navigator, bookmarks, selection, filter

Insurance Data Analysis (Power BI)-June 2025

It is based on insurance using a donut chart, matrix, line chart, card, ribbon chart, and multi-row card

Sales Dashboard (Power BI) – June 2025

Created a comprehensive sales dashboard using stacked bar chart, map, line chart, slicers, and more

Monthly Budget Tracker (Excel) – May 2025

Designed a personal budget system with bar chart, pie chart, and table summaries

E-commerce Sales Dashboard (Power BI) – April 2025

Visualized key sales metrics and trends for an online business using Power BI visuals

AI Virtual Mouse (Python) – Jan 2025 – Apr 2025

Developed gesture recognition, voice command, and eye-tracking system using Python, Media Pipe, and OpenCV

Skills

Technical Tools: IOT, AI, ML, Python, SQL, Power BI, Excel (Advanced), Tableau, MS Office, Java, JavaScript, HTML/CSS, PL/SQL, C, C++

Languages: English, Hindi, Marathi (Fluent in Reading, Writing, Speaking)

Achievements

- TOEFL Score: 90