SUJALINI PARIDA
DATA REPORTING & VISUALIZATION EXPERT

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Professional Summary:
A highly skilled and result-driven **Data Analyst, PMO Specialist, MIS Analyst** with Over 10 years of experience in delivering business insights through advanced data analysis, reporting and visualization proficient in **Power BI, Tableau, Advanced Excel** and other business intelligence tools, I specialize in transforming complex data into actionable insights that drive strategic decision-making. Experienced in handling large datasets, creating customized dashboards, and delivering reports that improve operational efficiency and support budget forecasting.

Skills
- **Data Visualization**: Power BI, Tableau
- **Data Analysis**: SQL, Advanced Excel, Vba Macros
- **Collaboration Tools**: Atlassian Confluence
- **Reporting &Dashboarding:** MIS Reporting, Financial Reporting, KPI Dashboards
- **Project Management**: PMO, Budgeting, Resource Allocation, Gantt Charts
- **Business Intelligence:** Power Query, PowerPivot, DAX (Power BI), Data Warehousing

Soft Skills
- Strong analytical and problem-solving abilities.
- Excellent communication and interpersonal skills.
- Detail Oriented with a focus on data accuracy.

Work Experience

Data Analyst Associate – Infiniminds Private Limited 08/2021 - 08/2024 | Karnataka, Bangalore
- Developed methods to support the access, storage, and reporting of data sets that result from project initiatives.
- Developed and maintained **Power BI** dashboards and Tableau reports to track **KPIs** leading to a reduction in reporting time for senior management.
- Actively collaborated with cross-functional teams to **support project management** initiatives, using **confluence** for documentation, task tracking, ensuring timely delivery of all mile stones.
- Gathered data on software development issues, identified ideal solutions, and coordinated with the development team to enhance Salesforce performance.

PMO Executive - Ceragon Network India Private Limited 08/2014 - 09/2019 | Odisha, Bhubaneswar
- Managed daily operations for teams including staffing Budgeting, training and development, implementing new process for managing projects connected to PMO initiatives.
- Automated monthly **MIS reports** using **Advanced Excel** and **Power BI**, increasing reporting accuracy.
- Managed data from multiple sources and conducted ad-hoc analysis for leadership, Providing insights on market trends, customer behavior, and operational performance.
- Client & Stakeholder support whenever issue arises, Monitoring updating of work plans. Budget Forecasting, Project performance, Gap Analysis Report & Milestone update.

Project Engineer – East India Automation and Control Private Limited 02/2012 - 04/2014 | West Bengal, Kolkata
- Worked on various industrial instruments like CNC PLC AC & DC motors with corresponding drives, induction motor with drives, field devices with controllers like temperature, pressure flow.

Tools & Technology Knowledge
Power Bi Desktop:
- Created Power BI reports on various requirements and Complex reports and dashboards using DAX.
- Collaborated with business users, collected requests, and updated the setoff existing BI reports to accommodate business needs

Tableau Desktop:
- Gather requirements from different stakeholders and Directors, analyze, and document business requirements, functional requirements, manual data collection and data specifications for tableau Reports.
- Experienced in designing and developing multiple analytical reports from multiple data sources by data blending on a single worksheet in data visualization within Tableau Desktop.

SQL:
- Successfully migrated records of old customer data to a new, optimized structure using ETL processes.
- Performed daily monitoring and maintenance of multiple SQL Server databases supporting daily operations.
- Documented and executed data backup and recovery procedures as per agreed SLAs.

Certifications
- Best Employee Award
  Received for Q3 2018.
- Best Team Award
  Received for Q3 2018.
  Received for Q2 2023.

Training & Certification
- Organization: NIIT VIZAG WALTAIR UPLANDS
  Topic: PROGRAMMING USING C++
- Organization: JAVA POINT, BHUBANESWAR
  Topic: JSE (CORE JAVA)
- Organization: CTTC, BHUBANESWAR
  Topic: VLSI DESIGN

Education
- B. Tech/B.E. -ElectronicsTelecommunication - BPUT -2011
- 12th – CBSE- Ahallabad University-2006
- 10th – CBSE- Ahallabad University-2004

Declaration: I hereby declare that all the above information is true and best of my knowledge.