

Sanjay Kumar Jena

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SUMMARY

- Analytically-driven IT Consultant with extensive experience in data analysis, reporting, and visualization. Proven track record of leveraging data insights to drive strategic business decisions. Proficient in diverse analytical tools and methodologies, including SQL, Power BI, and Advanced Excel. Seeking a challenging role as a Sr. Data Analyst to apply expertise in optimizing processes and enhancing organizational performance through data-driven solutions.

WORK EXPERIENCE

IT CONSULTANT

Sep 2022 – Present

Excise Directorate, Odisha, Cuttack by Oasys Tech Solutions Pvt. Ltd.

- Developed robust enforcement analysis and an Enforcement Dashboard in Power BI, resulting in a **15%** increase in detection of Excise & NDPS cases during 2023-24 compared to 2022-23.
- Analyzed lifting database and enforcement data, leading to a **12%** increase in State Excise revenue for 2023-24 compared to the previous year.
- Implemented an automated Weekly Enforcement Report Generation system and a Revenue Report system.
- Designed PowerPoint presentations for the Excise Department to effectively communicate insights and information.
- Managed networks and computer peripherals of the Excise Directorate & Camp Office, ensuring smooth operations and minimal downtime.
- Collaborated with cross-functional teams to implement innovative IT solutions to streamline processes and improve productivity.
- Provided technical expertise and support for the e-Abkari application and other system-related issues.
- Conducted training sessions for staff on new technologies and software applications.
- Prepared process flow and documentation for new IT modules.

DEO

Aug 2021 – Sep 2022

Excise Deputy Commissioner, (Central Division), Cuttack by Shree Solutions & Services

- Managed Human Resource Management System (HRMS) and Integrated Financial Management System (IFMS) modules for the establishment.
- Oversaw the Bill & Budget section, ensuring efficient management and allocation of resources.
- Created numerous PowerPoint presentations to facilitate effective communication and collaboration with the Excise Commissioner Office.
- Conducted system troubleshooting and resolved issues promptly to maintain smooth operations.

CERTIFICATIONS

Tata Data Visualisation	View credentials
Python- GUVI Geek Networks	View credentials
Google Certified Digital Marketing	View credentials
Career Skills- TCS iON	View credentials
Information Security & Cyber Forensics	View credentials
Completed project training in Android- 80Hrs from HCL, CDC	View credentials
NDG Linux Unhatched course- Cisco Networking Academy	View credentials

EDUCATION

Bachelor of Technology (B. Tech.)- CSE	2011-2015
Eastern Academy of Science & Technology- CGPA- 6.69	
Intermediate (Science)	2009-2011
Royal School of Management & Technology, BBSR- 53%	
HSC	2008-2009
Prachi Academy, Adaspur- 58%	

SKILLS

Technical: SQL, Python, Power BI, Advanced Excel, DAX, Power Query, Data Visualization, Database Management, ETL, Statistical Analysis, Data Modeling, UI/UX, MS Office, Figma, M Language, Google Form, Power Automate, Git & GitHub Deployment.

Analytical: Data Analysis & Interpretation, Data Transformation, Business Process Analysis, Performance Reporting, Dashboard Creation, KPI Development

Soft Skills: Effective Communication, Problem-solving, Technical Documentation, Project Management, Agile Methodology, Change Management, Requirements Gathering

Others: Prompt Engineering, Network Security, System Integration

PROJECTS & ACHIEVEMENTS

- Developed a compelling video highlighting the Excise Department's achievements and initiatives, significantly boosting its digital presence. This video played a key role in the department winning the prestigious Digital India Gold Award.
- Successfully implemented the Award/Punishment Monitoring System in MS-Access.