VINAY KUMAR SAW

Surat, Gujarat • 7372013148 • vinay.dataanalysts01@gmail.com • linkedin.com/in/analystvinay

---

Data Analysis and MIS Reporting

9 months of experience reducing workforce while successfully managing large sets of diamonds data to create daily reports & analysis, and develop charts & graphs. Delivered the reports for reduction in holding period for customer & vendor memos in 9 months through communication with sales personnel and utilizing Advance Excel functions.

WORK EXPERIENCE

Management Information System Executive • Feb 2023 - Present
VAIDEHI GEMS LLP • Surat, Gujarat, India
- Developed MIS reports that helps stack holders to easily maintain day-to-day operations.
- Reduced workforce by making Excel template for repetitive works.
- Good Knowledge of Excel tools like VLookup, Pivot tables & Conditional Formatting.
- Interpreting and analyzing data using Excel tools & Developing reports and analysis.
- Able to manage large sets of diamonds data to make daily reports and analyze them.
- Having good knowledge of diamond industry or business
- Monitoring aging data of the customer memo & vendor memo and analyze to reduce the holding periods.
- Making reports of customer and vendor performance report.
- Communication with sales agent and sales manager to understand the current situation.
- Maintain daily Purchase/Sales report.
- Know how to quickly create a pivot table and summarize the data efficiently.
- Able to filter through large amounts of data to check its relevance and accuracy.
- The ability to present and explain data using a charts and graphs
- Able to use Excel functions that build on the Advance, like SUMIFS, COUNTIFS, and VLOOKUP
- Knowledge of Advance Excel functions and formulas

CERTIFICATIONS

Statistics for Business Analytics with MS Excel
Udemy • Aug 2022 - Present

Excel Skills for Data Analytics and Visualizations
Coursera

Excel Skills for Business Specialization
Coursera

EDUCATION

Bachelor of Science - BS in Data Science & Applications
Indian Institute of Technology, Madras • May 2023 - May 2027

IBM Data Analysis and Visualization Foundations Specialization in Data Analytics
Coursera • Jul 2022 - Oct 2022

B.A. in History
ST. COLUMBA'S COLLEGE, HAZARIBAG • GPA: 64% • Aug 2019 - Aug 2022

Intermediate of Science in Science
ST. COLUMBA'S COLLEGE, HAZARIBAG • GPA: A, 64% • Jun 2017 - May 2019

SKILLS & INTERESTS

Microsoft Word, Microsoft Office, Analytical Skills, Microsoft Excel, Data Analysis, SQL, Data Cleaning, Data Analytics, Microsoft PowerPoint, MIS Reporting, Business Analysis, Microsoft Power BI, Google Sheets, Statistics, Learning something new, Data Science, Coding