Shweta Ghotekar

Data Analyst Intern

💼 0 Year 6 Months | 📱 (+91) 9834370880 | ✉️ shwetaofficial811@gmail.com

Key skills

- Python
- Excel
- VLOOKUP
- Power BI
- SQL

Personal Information

City	**Wardha**
Country	**INDIA**

Languages

- English
- Hindi
- Marathi

Social links

https://www.linkedin.com/in/shweta-ghotekar-66569725a
2)https://github.com/Shweta08-stack

Profile Summary

Analytical and detail-oriented aspiring Data Analyst with hands-on experience in data cleaning, visualization, and statistical analysis using Excel, Python, and SQL. Skilled in uncovering actionable insights through exploratory data analysis and building meaningful dashboards. Currently enhancing skills through real-world projects like Titanic EDA. Eager to contribute to data-driven decision-making processes in a collaborative team environment.

Education

MBA/PGDM, 2021

Nagpur

B.Tech/B.E., 2017

Nagpur University

12th, 2012

CBSE, English

10th, 2010

CBSE, English

Work Experience

Jan 2025 - Jun 2025

Data Analyst Intern

Dream With Data

-Assisted in cleaning, transforming, and validating large datasets using Excel and Power Query
-Designed interactive Power BI dashboards and reports to visualize business KPIs
-Worked on exploratory data analysis (EDA) to identify trends, patterns, and anomalies
-Learned and applied DAX functions to create calculated columns and custom measures
-Participated in weekly team discussions and presented analytical insights to mentors
-Collaborated with senior analysts on real-world projects simulating client environments
-Gained basic exposure to Python (pandas, matplotlib) and SQL (SELECT, WHERE, operators) for querying and analyzing structured data

Jan 2023 - Dec 2024

Chat Support Executive

STARTEK Aegis Customer Support Services

-Managed customer queries via chat and email platforms in a fast-paced environment
-Maintained detailed documentation of interactions and ensured timely follow-ups
-Provided real-time resolution for order-related, technical, and service issues
-Adapted tone and responses based on customer needs to ensure personalized support

Jun 2021 - Jul 2022

Customer Support Executive-voice process

Hexaware Technologies

-Handled inbound and outbound calls for customer inquiries, complaints, and product support
-Delivered high-quality service with empathy and professionalism, maintaining customer satisfaction
-Resolved queries efficiently by collaborating with internal departments
-Met and exceeded daily performance metrics such as call handling time and resolution rate

Certification

- Preparing for Data Analyst
- Harnessing the Power of Data with Power BI
- Extract, Transform and Load Data in Power BI
- Data Modeling in Power BI
- Data Analysis and Visualization with Power BI