

MOHD SUHAIL KHAN

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PROFESSIONAL SUMMARY

Final-year B.Sc. Data Science & AI student skilled in Excel, Google Sheets, and online data research. Experienced in data collection, cleaning, lead organization, and report preparation through academic, project, and NGO work. Strong attention to detail with hands-on experience in maintaining data accuracy, validating information, removing duplicates, and preparing structured datasets to support sales and business teams.

PROFESSIONAL EXPERIENCE

Database Management Volunteer | February – March 2025

[Link](#)

Art for Humanity NGO

- Collected, organized, and validated institutional data using Microsoft Excel to ensure accuracy and completeness.
- Verified information from multiple online sources, removed duplicates, and maintained consistent data formats.
- Prepared structured reports and lead-style datasets to support decision-making and outreach activities.
- Collaborated with the NGO team to enhance data consistency and reporting efficiency across multiple sources.

EDUCATION

Bachelor of Science (B.Sc.) in Data Science & Artificial Intelligence (*Ongoing*)

Ramniranjan Jhunjhunwala College, Mumbai | Expected Graduation: April 2026

Higher Secondary Certificate (HSC) – Science

Ramniranjan Jhunjhunwala College, Mumbai

SKILLS

- Excel (Data Cleaning, TRIM, Remove Duplicates, IF/IFERROR, Sorting & Filtering)
- Data cleaning, Data transformation
- Google Sheets: Data Import, Split Text, Formatting, Remove Duplicates
- Microsoft Power BI (Dashboard creation with slicers, filters, and custom visuals for stakeholder reporting)
- Tableau
- Quadratic: The AI spreadsheet
- Online research & lead data collection

PROJECTS

Sales Data Cleaning & Standardization

[Link](#)

Tools: Excel / Google Sheets

- Cleaned and prepared a 500-row sales dataset containing dates, names, regions, product details, and price fields.
- Removed duplicates, corrected inconsistent spacing, replaced blank cells, and fixed misspellings to improve data accuracy.
- Applied TRIM, CLEAN, IF, IFERROR, and number formatting to standardize entries and convert invalid values (e.g., “inf”).
- Organized the cleaned data into a structured table with filters, enabling easy sorting, analysis, and reporting for business use.

PhonePe End-to-End Transaction Analysis

[Link](#)

Tools: Power BI.

- Developed a comprehensive 5-page Power BI dashboard on 1,00,000+ transaction records to track performance across four key services: Insurance, Loans, Money Transfers, and Recharge & Bills.
- Identified critical business risks by creating a dedicated Failed Payments Analysis dashboard, visualizing reasons for transaction failures (e.g., server errors, insufficient balance) to inform corrective action.
- Enabled granular decision-making by segmenting transactions into specific categories and implementing interactive slicers for dynamic, real-time data filtering by date and service.
- Improved visual communication by applying the PhonePe theme and utilizing advanced Power BI elements (custom visuals, buttons) to create a user-friendly navigation experience for stakeholders.

Data Science Salary Dashboard

[Link](#)

Tools: Microsoft Excel.

- Built an interactive salary dashboard using job posting data for various data roles.
- Analyzed median salary by job title, country (e.g., United States), and job type (full-time, part-time).
- Used Excel formulas like COUNTIFS, XLOOKUP, MEDIAN, FILTER, and for dynamic analysis.
- Visualized data through Map Charts, Clustered Bar Charts, and dropdown filters for real-time interaction.

LANGUAGES

- **English, Hindi**
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LINKS

Portfolio: suhail-khan-91.github.io/Portfolio-Website-main

LinkedIn: linkedin.com/in/mohd-suhail-khan-31064b36b

GitHub: github.com/Suhail-khan-91

Experience Certificate: drive.google.com/file/d/1euciWwUQEDIFNoa5fndaB0AYRjWcryFv