

# SURAJ SAHU

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## PROFESSIONAL SUMMARY

Entry-Level Data Analyst with hands-on experience in data cleaning, data validation, MIS reporting, SQL querying, and Power BI dashboard development. Proven ability to transform raw datasets into actionable business insights using Excel, Python, SQL, and Business Intelligence tools. Strong foundation in KPI development, ETL (basic), data modeling (basic), trend analysis, ad-hoc analysis, and stakeholder reporting. Seeking an entry-level data analyst role in a data-driven organization.

## EDUCATION

**Indian Institute of Management & Science**

Bachelor of Computer Applications (BCA); CGPA – 8.52

**2023 – 2026**

**Odisha -India**

## SKILLS SUMMARY

**Data Analysis & Business Intelligence:** Data Cleaning, Data Validation, ETL (Basic), Data Modeling (Basic), KPI Development, Trend Analysis, Ad-hoc Analysis, Business Intelligence, Stakeholder Reporting

**Tools & Technologies:** Microsoft Excel (Pivot Tables, XLOOKUP, Power Query), SQL (Joins, Subqueries, GROUP BY, CASE), Power BI (DAX, Dashboards), Python (Pandas, NumPy), GitHub

**Reporting & Visualization:** MIS Reporting, Interactive Dashboards, Data Visualization, Business Reports

## PROFESSIONAL EXPERIENCE

**Indian Institute of Management & Science – Bhubaneswar, Odisha**

**Data Reporting Analyst (Intern) | Jun 2025 – Aug 2025**

- Analyzed student admission and enrollment data to track application volume, conversion rates, and course-wise performance.
- Cleaned, validated, and standardized large datasets using Excel, improving data accuracy and consistency.
- Developed daily, weekly, and monthly MIS reports and dashboards supporting management decision-making.
- Performed trend, demographic, and KPI analysis to identify demand patterns across academic programs.
- Automated summary reporting using Pivot Tables and Power Query, reducing manual reporting effort by approximately 30%.
- Delivered actionable insights and ad-hoc analysis to stakeholders for admission planning and forecasting.

## CERTIFICATE

**Advanced Certificate in Data Science & AI (IIT Program) – AnalytixLabs, Bengaluru (Offline)**

- Covered data analysis, statistics, Python for data science, SQL, machine learning fundamentals, and real-world business case studies.

**Power BI Certification**

- Trained in Power BI Desktop, data modelling, DAX basics, interactive dashboards, and business reporting.

**SQL Micro Course**

- Covered SQL fundamentals including SELECT queries, JOINS, GROUP BY, subqueries, and data aggregation.

**Tata Data Visualisation Job Simulation (Forage)**

- Gained hands-on experience in business data visualization, storytelling with data, and presenting insights to stakeholders using real-world scenarios.

## PERSONAL PROJECTS

**Blink it Business Analytics | SQL, Power BI, Excel**

- Performed end-to-end data analysis using SQL JOINS, aggregations, filtering, and KPI calculations.
- Built interactive Power BI dashboards using DAX measures, slicers, and visuals to support business decisions.

**GitHub:** <https://github.com/Surajsahu01913/blinkit-business-analytics>

**AAPL Stock Market Dashboard | Power BI, Excel, API Data**

- Designed a real-time stock market dashboard analyzing trends, volatility, and performance indicators.
- Transformed and modeled API data using Power Query enabling time-series and trend analysis.

**GitHub:** <https://github.com/Surajsahu01913/apple-stock-realtime-data>

**Healthcare Data Insights | SQL**

- Analyzed hospital and patient datasets using SQL JOINS, GROUP BY, CASE statements, and aggregations.
- Improved reporting accuracy by identifying duplicates, mismatches, and data inconsistencies.

**GitHub:** <https://github.com/Surajsahu01913/Healthcare-Data-Insights-SQL>