

Ujjaval Bhardwaj

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Detail-oriented Data Entry professional skilled in Excel, Google Sheets, and high-volume data processing with strong accuracy and data integrity. Experienced in validating, cleaning, and organizing records while maintaining confidentiality and meeting tight deadlines. Comfortable using AI tools and **prompt** engineering (GPT-4, Claude, Gemini) to automate repetitive tasks, run quality checks, and improve documentation.

WORK EXPERIENCE

Soul ai • Remote 01/2024 - 11/2025

Prompt Engineer • Freelancer

- Evaluated LLM responses across 10+ quality dimensions (truthfulness, factual correctness, tool usage, reasoning, safety), assigning structured ratings and writing clear reviews on what was correct or incorrect.
- Compared outputs from multiple models (GPT-4, Claude, Gemini) for the same prompts, identifying failure patterns and improvement opportunities to help teams refine prompts, policies, and overall model behavior.

EDUCATION

Data Analyst Diploma

Ducat • Noida

08/2023 - 11/2024

Bachelor of Computer Applications (BCA)

Chaudhary Charan Singh University • Uttar Pradesh, India

08/2019 - 10/2022

PROJECTS

Vrinda Store Sales Performance Analysis

01/2026 - 01/2026

- Analyzed FY 2024–25 sales data in Excel to summarize key business KPIs, including ₹21.18 Cr total revenue, 32,047 total orders, and 89.3% delivery success.
- Built an interactive dashboard highlighting core customer segment (women aged 30–50 with 64% revenue share), channel contribution, and cancellation trends to support investor-ready reporting.
- Identified strategic insights such as high dependence on Amazon and top 3 channels (80% of revenue) plus growth opportunities in North India and men's wear, informing a roadmap to ₹25 Cr+ revenue.

Bike Sales Customer Analysis Dashboard (Excel)

12/2025 - 12/2025

- Cleaned and standardized a 1,000+ row bike buyer dataset in Excel, resolving duplicates and format inconsistencies for accurate analysis.
- Created PivotTables and charts to analyze bike purchases by gender, age, income, region, and commute distance, revealing key customer segments.
- Built an interactive Excel dashboard with slicers and conditional formatting to quickly filter insights and support sales and marketing decisions.

SKILLS

Microsoft Excel, Google Sheets, MS Office (Word, PowerPoint), Data Entry, Data Cleaning, Data Validation, High-volume Data Processing, Powerpoint), Data Entry, Data Cleaning, Prompt Engineering, GPT-4, Claude, Prompt Engineering, GPT-4, Gemini.