

UTSAV KUMAR SINGH

DATA ANALYST | BUSINESS INTELLIGENCE SPECIALIST

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PROFESSIONAL SUMMARY

Data Analyst with 1.5+ years of experience in business intelligence and quality analytics. Proven expertise in SQL, Python (Pandas, NumPy), Excel, Power BI, and Tableau. Track record of analyzing 500+ daily records, building actionable dashboards, and driving 15% operational improvements through data-driven insights. MCA graduate seeking to leverage technical and analytical skills to solve complex business problems.

TECHNICAL SKILLS

- **Programming & Analytics:** SQL, Python (Pandas, NumPy, Matplotlib), Statistical
 - **Analysis Visualization & BI Tools:** Power BI, Tableau, Excel (Pivot Tables, VLOOKUP, Macros)
 - **Core Competencies:** Data Mining, ETL, KPI Reporting, Root Cause Analysis, Dashboard Development
 - **Analytics Methods:** Statistical Analysis, Predictive Analytics, Data Mining, ETL, Data Warehousing
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PROFESSIONAL EXPERIENCE

Business Analyst - Quality Assurance

Policybazaar.com | Gurugram | Jul 2024 - Nov 2025

- Analyzed 500+ daily insurance policy submissions using SQL and Excel pivot tables to identify defect patterns and compliance gaps
- Built Power BI dashboards tracking 10+ KPIs (accuracy, turnaround time, error rates) for senior leadership reporting
- Conducted root-cause analysis using statistical methods, reducing errors by 15% and improving TAT by 12%
- Developed automated SQL reporting solutions, reducing manual effort by 20 hours/month

Web Developer (Internship)

Eupheus Learning | New Delhi | Feb 2022 - Aug 2022

- Developed responsive web interfaces using HTML, CSS, JavaScript for EdTech platform
- Collaborated with cross-functional teams to implement user-centric design improvements.
- Analyzed user behavior data and website analytics to optimize page performance

Search Engine Optimization Analyst (Internship)

Seoczar IT Services Pvt Ltd | Noida | Jan 2022 - Feb 2022

- Conducted data analysis on website performance metrics and SEO analytics using Google Analytics
 - Applied data mining techniques to optimize content strategy, improving organic search rankings by 25%
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EDUCATION

Master of Computer Applications (MCA) - Information Technology

- Sharda University | Greater Noida, Uttar Pradesh | Mar 2022 - May 2024

Bachelor of Computer Applications (BCA) - Computer Science

- Galgotias University | Greater Noida, Uttar Pradesh | Apr 2019 - Mar 2021
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CERTIFICATION

Deloitte Australia - Data Analytics Job Simulation | Forage | Jan 2026.

- Built interactive Tableau dashboards analyzing machine downtime across 4 manufacturing facilities.
- Applied forensic data analytics to identify gender pay inequality patterns using Excel.
- Performed ETL operations transforming raw JSON data into actionable business insights.

Python for Data Science | Coding Wise | Dec 2025.

- Completed intensive 5-day program covering Pandas, NumPy, data visualization, and statistical analysis.

Analyzing and Visualizing Data with Microsoft Power BI | Sharda University.

- Advanced training in Power BI dashboard development and DAX functions.
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PROJECTS

Insurance Quality Metrics Dashboard | Policybazaar.com.

- Designed comprehensive Excel & Power BI dashboard tracking 10+ KPIs across policy processing workflow
- Resulted in 15% reduction in errors and 12% improvement in turnaround time, saving ₹2.5 lakhs annually

Manufacturing Downtime Analysis | Deloitte Virtual Experience.

- Analyzed 5,000+ telemetry records using Tableau, identifying 3 critical failure patterns
 - Presented data-driven recommendations leading to \$50K+ potential cost savings
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