

# UTSAV KUMAR SINGH

**DATA ANALYST | BUSINESS INTELLIGENCE SPECIALIST**

Jamshedpur, Jharkhand | utsav270398@gmail.com | 7488588752 |

[linkedin.com/in/utsav-kumar-singh-19176a217](https://linkedin.com/in/utsav-kumar-singh-19176a217)

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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.

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## 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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