**PANKAJ SHARMA**
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**Declaration:** I hereby declare that the above information is correct to the best of my knowledge.

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| **Objective** | To secure a position in a technology driven organization that would help me to contribute my skills and abilities in its development and to excel in this progressive software/analytics environment to my top potential. |
| **Experience:** | **Total Experience of 2 year in Data Analyst.**<br>Working as an Analyst with Global Logic Pvt. Ltd. from November 2016 – till now.<br><br>▪ Imported and exported data from text files, saved queries, or database; used automatic outlining, inserted subtotals, created advance filter, and used database functions..<br>▪ Created pivot tables and charts using worksheet data and external resources, modified pivot table, sorted items and group data, and refreshed and formatted pivot tables.<br>▪ Designed, recorded and executed macros to automate data entry inputs<br>▪ Formatted spreadsheets and workbooks for print, document reproduction and presentations. |
| **Expertise (MS-EXCEL)** | ▪ Ability to maintain accuracy of all excel spreadsheets<br>▪ Performed the all conditional formats and functions in excel<br>▪ Logical functions (AND, OR, NOT)Creating VLookup, HLookup functions<br>▪ Data Sorting, Filtering and Data Validations, Conditional Formatting.<br>▪ Knowledge about Pivot Tables/Charts.<br>▪ VBA Macro and Dashboard.<br>▪ Excellent analytical skills. |
| **Core Skills** | **Skills** : Good in Excel<br>SQL<br>Novice in Python, Machine Learning, Matlab<br><br>**Tools** : MS OFFICE, SPYDER 3.3.0, PYTHON 3.7, MATPLOTLIB 2.0.2 |

### Projects Summary

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| **Organization:** Global Logic Pvt. Ltd. | **Project Name:**<br>Online Review Analysis |

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| **Duration :**<br>Ongoing<br>Nov 2016 – till now<br><br><br><br><br><br><br><br>**Team Size: 8** | **Project Description:**<br>I am working in a sale domain project where I receive a data in form of flat files from clients on every third working day of the month. Our manager assigns the project according to the client's need. So basically my work is to import the flat file from the folder to Spyder tool and check the sanity to make it into proper format which includes :-<br>• Removing missing observations.<br>• Removing duplicates.<br>• Data is in proper format or not.<br>• Data is of the latest date or not.<br>• Joining and Merging Datasets<br>Once the sanity check has been done. We apply functions on the data set and make multiple data set year wise. On each different year we analyse the data, make a monthly and quarterly sales report and check the variance that the merchant is going in profit or loss and if the return rate of the item is high. Which item sale is more in which particular season or month .To check which customer comes under fraud category and at last making a report on Dashboard with graph which shows the progress of the merchant.<br><br>**Role:** Analyst<br>**Responsibilities:**<br>• Working as a core member of the team where I am responsible for implementation of the project.<br>• Responsible for creating Python Codes, Pandas/Numpy codes<br>• Python/Pandas for generation of reports as per the different domains: user queries, query volume, attribute information. |

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| | **Personal Summary** |
| **Core Strengths** | ▪ Ability to work individually and as part of cross functional teams<br>▪ Efficiency in written and speaking communication.<br>▪ Strong and innovative approach towards problem solving .<br>▪ Passion to learn and improvise.<br>▪ Flexible, proactive/self-motivated working style. |
| **Education** | ▪ B .Tech  (ECE) from Guru Nanak Institute Of Technology, Mulana (kurukshetra university)<br>with an aggregate of 70% in 2016<br>▪ 12th from DHD SD Public School with an aggregate of 79% in 2012.<br>▪ 10th from Vaish Public school with an aggregate of 76 % in 2010. |

**(PANKAJ SHARMA)**                                                     **Date:**