

# Vasanth B

## MIS Analyst / Reporting & Data Analysis

Chennai, India

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[Linkedin](#) | [Portfolio](#) | [Github](#)

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### PROFESSIONAL SUMMARY

MIS Analyst specializing in business and project reporting with strong skills in Advanced Excel, SQL, and Power BI. Experienced in building dashboards, automating MIS reports, and improving data accuracy across HR, Sales, Inventory, and Project environments. Proven ability to convert raw data into actionable insights for management decision-making. Seeking MIS / Data Analyst roles in data-driven organizations.

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### TECHNICAL SKILLS

**Excel:** Pivot Tables, Power Query, XLOOKUP, Dashboards, Automation

**Power BI:** DAX Measures, Data Modelling, KPIs, ETL, Interactive Dashboards

**SQL:** Joins, Aggregations, Window Functions, Query Optimization

**Python:** Pandas, NumPy, Matplotlib (basic analysis & EDA)

**Tools:** Google Sheets, MS Office

**Core Skills:** Data Cleaning, MIS Reporting, Report Automation, Visualization, Trend Analysis

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### PROFESSIONAL EXPERIENCE

#### MIS Analyst | RR IT Solutions, Chennai

*Dec 2024 – Dec 2025*

- Prepared and automated HR, Sales, and Inventory MIS reports using Excel, SQL, Power BI.
- Designed interactive Power BI dashboards to track KPIs, trends, and exceptions.
- Reduced manual reporting effort by 30–40% through report automation and standardization.
- Validated data accuracy and ensured timely delivery of management reports.

#### Site Engineer - Estimation & MIS Reporting | THESIO DESIGN CONSULTANCY, Chennai

*Sep 2022 – Nov 2024*

- Managed site execution activities and coordination with contractors and vendors.
  - Prepared BOQ, quantity take-offs, and cost estimation reports.
  - Developed Excel-based MIS reports for project progress, materials, manpower, and billing.
  - Supported management with weekly and monthly construction performance reports.
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## PROJECTS

### HR Analytics Dashboard (Excel, Power BI)

- Prepared daily and monthly HR MIS reports covering attendance, headcount, attrition, and performance KPIs.
- Collected, cleaned, and consolidated HR data from HRMS, payroll, and biometric systems.
- Automated HR reporting workflows using Excel Power Query to reduce manual effort.
- Built Power BI dashboards with slicers, filters, and trend analysis for HR review.
- Performed data validation and reconciliation before final report submission.

### Sales Performance Dashboard (Excel, Power BI, SQL)

- Generated product-wise, region-wise, and monthly sales MIS reports for performance tracking.
- Extracted and aggregated sales data using SQL queries from transactional databases.
- Automated monthly sales reporting processes, reducing manual work by approximately 50%.
- Created trend analysis and target vs achievement views for management reporting.
- Performed SQL-based duplicate and mismatch checks to improve data accuracy.

### Inventory Management Dashboard (Excel, Power BI, SQL)

- Maintained inventory MIS reports tracking stock levels, inward, outward, and closing balance.
- Integrated inventory, supplier, and purchase datasets using SQL and Excel.
- Developed automated dashboards with low-stock indicators and reorder flags.
- Generated supplier performance and stock movement reports for internal review.
- Handled data cleaning, validation, and exception reporting before submission.

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## CERTIFICATIONS

- SQL Relational Databases 101 – IBM
- SQL Basic Certificate – HackerRank
- Career Skills in Data Analytics – LinkedIn
- Power BI for Beginners – Simplilearn
- Data Analysis using Excel – Coursera

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## EXTRA ACTIVITIES

- Solved 50+ SQL challenges on LeetCode.
- Actively share dashboards and analytics insights on LinkedIn.
- Learning modern AI tools: ChatGPT, Gemini, Claude, Copilot.

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## EDUCATION

**B.E. Civil Engineering** – Anna University (2018–2022) | CGPA: 8.1

**HSC** – Don Bosco Higher Secondary School (2018) | 87%

**SSLC** – St. Antony High School (2016) | 95%