VIKAS RAJORIA

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Senior Project Coordinator cum Analyst with **4 years** of analysis experience in IT and Equity market. Proven track record of coordination and analyzing huge volume of data to gain business insights using python, Jupyter Notebook and Excel.

Skills

Programming	Python, SQL, Excel, PHP, Basic Networking, TCP/IP and Web development
Visualization	Excel Charts, Jupyter Notebook, Power BI
Tools	MySQL, Outlook, Python, Python Profiler, Pandas, Numpy, Visual studio code

Certifications and Awards

- IBM **Python for Data Science and AI** certification
- Completed Data Science certification course on LinkedIn
- Actively working in data science community at Jovian.ml platform.

Experience

Aug 2019 - PRESENT

MetLife GOSC, Jaipur – *Project Coordinator*

- Assisting The Project Manager with the coordination of resources, meetings, and information.
- Responsible in handling the project from beginning to project delivery.
- Assigning the tasks to different teams as per scheduled time.
- Responsible to Maintain and monitor The IT Project with the goal of getting them on time.
- Tracking and motoring project activities and resources.
- Tasks includes Event handling and change Management.
- Managing a Master Data record and generating different reports from it.
- Prepared various Visualization in Excel and power BI for month on month business report.
- Evaluation and analysis of dataset using **Excel V-lookup and filters.**
- Worked closely with the engineering and business team.

Jan 2018 – July 2019

GirnarSoft, Jaipur – *Jr. Analyst*

- Closely worked with Data Team for ETL analysis on Data received from website and social media platforms, then putting all this data into centralized database called LMS.
- Extracting the data for tool to analyses then maintaining and publishing Data Reports.
- Understand the business using by received data, after that maintaining and publishing Data Reports.
- Coordinating with Teammates for the Data to analyze and present the same for improvement.

- These reports saved the time and helps in reaching out to new clients and offering them product as per their need.
- This helps in maintaining good relationship with existing clients as well as in making new customers.
- Ability to manage the multiple projects & clients.
- Having Mathematical skills to Estimate numerical data

Nov 2016 – Jan 2018

Professional Inffonet – *Market Research Analyst*

- Worked with Data Management Team to Extract, Transform and load (ETL) analysis on Data received from different sources.
- Applying Technical analysis to understand the trends and patterns of stock to make right decision.
- This Analysis helps the team to invest at right time and gain more profit on selected stocks.
- Ability to fetch the Data from Index and doing screening and suggesting to client as per their budget.
- Ability to prepare portfolio for our stockholder after analyzing the performance of particular stock.
- Restructuring the portfolio to hold the winners and remove the looser from list.
- Help business to decide in dynamic pricing by identifying current data insights and forecasting the trends for future months using time series analysis using **Excel**
- Preparing a Dashboard for visualization after deeply analyzing each stock based on their past 10 year performance in market.

Education

Sep 2011 - May 2015

NIT Yupia, Arunachal Pradesh - *Bachelor in technology*

7.79 CGPA