

Soumy (Abhi) Chauhan

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CAREER OBJECTIVE

Detail-oriented MIS Executive with extensive experience in creating and managing Excel dashboards to drive business insights and decision-making. Adept at utilizing advanced Excel functions, Power Query, and AI tools to optimize data analysis and reporting processes. Seeking to leverage my skills and experience to contribute to a dynamic team and advance in the field of Data Analytics.

EDUCATIONAL QUALIFICATION

Graduation	IGNOU (Pursuing)	2022-Continue
Senior Secondary	Agrasen Inter College Dadri	2021-2022
Secondary	SHVM Public School	2019-2020

TECHNICAL & IT SKILLS

- **Excel Proficiency:**
 - Advanced Excel functions and formulas (VLOOKUP, INDEX, MATCH, etc.)
 - Pivot tables and pivot charts
 - Conditional formatting
 - Data validation
 - Macros and VBA
- **Data Analysis:**
 - Data cleaning and transformation
 - Data visualization and dashboard creation
 - Statistical analysis
- **Power Query:**
 - Data extraction from various sources
 - Data transformation and loading
 - Internal Formulas
- **AI Tools:**
 - Utilizing AI tools for data insights and automation
 - Prompt engineering for AI applications (ChatGPT)
- **Web Technologies:**
 - HTML and CSS for web development
 - Basic web design principles
- **Software & Tools:**
 - Microsoft Office Suite
 - Google Sheets

➤ **Adobe Photoshop:**

- Designing elements for Excel dashboards
- Creating graphics for web applications

➤ **Architecture & 3D Modeling:**

- Basic architecture principles
- 3D modeling in SketchUp

SOFT SKILLS

- Strong analytical and problem-solving skills
- Quick learner
- Excellent communication and teamwork abilities

ACHEIVEMENTS & OTHERS

➤ **Automated Reports**

- I have Created many automated report using **Power Query** to load and transform data, enabling report generation with a single refresh. The project is available on GitHub.
- Developed a **Macro**-enabled report that generates customized reports with a single click, tailored to specific requirements.
- Developed an Excel tool that detects and highlights duplicate and incorrect entries from **SAP** report with a single refresh at NPCL control room.

➤ **Awards**

- Received the Star Card Award twice in the NPCL control room for outstanding performance and excellent work.

Professional Experience

Data Entry Operator | Noida Power Company Pvt Limited

January-2023 To May-2024

MIS Executive | Plus 360 Fahrenheit Solutions Pvt Limited

May-2024 To July-2024

PERSONAL DETAILS

- Father's name : Mr. Dinesh Kumar
- Date of birth : 11/Nov/2004
- Languages : Hindi, English
- Hobbies : Science facts, Explore about AI and IT etc.