

Narmadha Bandla

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Objective

I am a motivated and organized individual seeking an entry-level position in a well-established company where I can apply and grow my skills and knowledge. I have strong communication skills and great attention to detail. I'm flexible and ready to adapt to any work environment.

Education

2023 Master of Information Technology in CDU (On going)

2022 Master of Science, International Business Management University of East London, London.

Certifications

Sustainability Strategies - LinkedIn, PMI

Leadership Foundations: Leadership Styles and Models - LinkedIn, PMI

Communicating Across Cultures - LinkedIn, PMI

Project Management Foundations: Quality - LinkedIn, PMI

SQL Essential Training - LinkedIn Learning

Skills

➔ Data Visualization & Reporting:

Proficient in Power BI, Tableau, and Looker Studio for dynamic dashboards and reports.

➔ Data Analytics:

Strong data interpretation and SQL query skills for trend analysis and insights.

➔ Leadership & Communication:

Skilled in leadership styles, multicultural cohesion, and problem-solving.

➔ Project Management & Quality:

Knowledge of project management and quality assurance with a focus on sustainability.

➔ Documentation & Reporting:

Skilled in financial reporting, root cause analysis, and detailed project documentation.

Technologies

➔ Power BI:

Data analysis, dashboard creation, and report generation.

Proficient in DAX (Data Analysis Expressions) for custom measures and calculations.

➔ Tableau:

Creating interactive dashboards and visual reports for data exploration and insights.

Skilled in data connections, filtering, and visualization techniques.

➔ Microsoft Excel:

Advanced skills in data manipulation, analysis, and reporting.

Proficient in using formulas, pivot tables, and data visualization tools.

➔ SQL:

Basic knowledge for querying databases and retrieving data for analysis.

➔ Microsoft Office Suite:

Proficient in Word, Excel, and PowerPoint for documentation, reporting, and presentations.

Work Experience

Working in NT Local fish and ships(Hibiscus)(Ongoing).

Customer service

Greeting and taking orders.

Handling cash and preparing orders.

Providing customer service in a friendly, efficient manner.

United Casuarina - Console Operator Greeting
and serving customers.

Managing cash transactions and restocking shelves.

Handling customer complaints effectively.

TJ Food and Wine (Feb 2022 - Nov 2022) - Console Operator Delivered
customer service and managed product sales and queries.

Maintained inventory and ensured stock replenishment.

Managed daily cash and digital transactions, and prepared financial reports for the manager.

Worked flexible shifts, including early mornings and weekends.

Academic Projects

➔ Hello World Visualization Project

Tools: Power BI, Tableau, Looker Studio

Description:

Designed and developed reports comparing how various programming languages run the "Hello World" program.

Utilized Power BI to create detailed custom visuals, Tableau for interactive dashboards, and Looker Studio for streamlined reporting.

Outcome:

Delivered visual insights on programming efficiency by comparing execution times of "Hello World" programs across languages.

Demonstrated the ability to transform technical data into easily understandable reports and dashboards.

Profile Highlights

Awarded 2nd prize in a cultural activity.