1. **Can you tell us about yourself and your professional background?  
   Hi, my name is mukund. I have a strong background in IT and report development, along with experience in web designing. I’ve worked with tools like Power BI and Tableau to create repo rts, and I’ve also designed and maintained websites. In my current role, I collaborate with teams to gather data, clean it, and create reports that help the business make informed decisions.**
2. **Why are you interested in working as a Report Analyst/Developer?  
   Honestly, I enjoy working with data and presenting it in a meaningful way. As a Report Analyst, I can use my technical skills to support decision-making. I also enjoy problem-solving and helping stakeholders get the information they need. In addition to reporting, I have a passion for web designing, which allows me to bring a creative element to my technical work.**
3. **What do you know about our company and how do your skills align with this role?  
   I know your company focuses on data-driven decisions and uses advanced analytics to optimize operations. My experience with tools like Power BI, SQL, and creating reports aligns with the work your company does. I believe my background in report development and web designing will allow me to provide clear and accurate reports while enhancing user-friendly designs.**
4. **What are your greatest strengths and weaknesses in your current role?  
   So. My strength is quickly analyzing data and creating clear visualizations that make complex information easy to understand. I’m also very detail-oriented, ensuring accuracy in my work. You know, My weakness is sometimes giving too much information when explaining technical details to non-technical people, but I’ve been working on being more concise and focused.**
5. **Where do you see yourself in the next 3-5 years?  
   In the next 3-5 years, I see myself taking on more responsibilities, possibly as a Senior Report Developer or leading a reporting team. I also want to continue improving my skills in reporting tools and web designing to provide even more value to the company.**

**Technical Skills:**

1. **What reporting tools are you proficient in?  
   I’m proficient in Power BI, Tableau, SQL, and Excel. I’ve used these tools a lot for data visualization and creating reports. I’m also experienced in web designing, using tools like HTML, CSS, and JavaScript to create functional and appealing websites.**
2. **How do you ensure data accuracy in your reports?  
   I always validate the data before using it. I compare data from different sources to ensure cons istency, clean it to remove duplicates or errors, and regularly test my reports and queries to avoid mistakes.**
3. **How do you handle report requests with tight deadlines?  
   When I have a tight deadline, I prioritize tasks based on importance and urgency. I communicate with stakeholders to confirm what they need most, use templates or existing reports to save time, and automate where possible, ensuring accuracy remains a top priority.**

**Analytical Skills:**

1. **How do you approach problem-solving when analyzing data trends?  
   I break the problem into smaller parts, starting by understanding the goal. Then, I gather and clean the data, use visualization tools to identify patterns or trends, and interpret the findings to suggest actionable insights.**
2. **How do you prioritize tasks when managing multiple reporting requests?  
   I prioritize based on deadlines, the importance of the report, and the impact it has on the business. I also communicate with stakeholders to adjust priorities if needed and use project management tools to keep track of my work.**
3. **How do you communicate complex data insights to non-technical stakeholders?  
   I explain insights in simple terms and use visuals like charts and graphs to highlight key points. I avoid using technical jargon and focus on how the data impacts the business. I also encourage questions to make sure everything is clear.**

**Teamwork and Communication:**

1. **How do you handle disagreements or conflicts in a team?  
   I believe in open communication. I listen to the other person’s point of view, calmly explain mine, and work together to find a solution that benefits the project. If needed, I’ll involve a third party to help resolve the issue.**
2. **What’s your approach to gathering reporting requirements from stakeholders?  
   I ask detailed questions to fully understand what they need and why. I create a draft report and share it with them to confirm it meets their expectations. I keep communication open for any adjustments.**
3. **How do you handle feedback on your reports, especially negative feedback?  
   I see feedback, even negative, as an opportunity to improve. I listen carefully to understand the concerns, make revisions, and work to meet the stakeholders’ expectations.**
4. **Tell me about a time you had to explain technical information to non-technical people.  
   I once explained data results to a marketing team with limited technical knowledge. I used simple terms to explain the trends and focused on what the data meant for their campaigns. I also used charts to make the information easier to understand.**

**Adaptability and Problem-Solving:**

1. **Can you give an example of adapting to new reporting tools or software?  
   When my team switched from Excel to Power BI, I quickly learned the new tool by taking online courses and experimenting with it. Soon, I was creating advanced dashboards and helping my team transition smoothly. Similarly, I’ve adapted to different web design platforms and coding environments over the years.**
2. **Have you ever faced incomplete or inconsistent data? How did you handle it?  
   Yes, once the sales data was incomplete due to a system error. I worked with the IT team to retrieve the missing data, cleaned up inconsistencies, and re-ran the analysis to ensure the final report was accurate.**