AJAY KUMAR

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PROFESSIONAL SUMMARY

Result-oriented & with expertise in **SQL** Database, **Advanced Excel** & Business Intelligence tool (**Power BI**). Proficient in Data collection, Data cleaning, **Data analysis** with a strong commitment to maintaining accurate records. Passionate about leveraging data-driven solutions for enhanced decision-making.

WORK-EXPERIENCE

MIS Coordinator – Navriti Technologies
Feb 2024 - Present

- Lead data management processes and maintain accurate reporting systems.
- Manage and data collection, entry, and reporting functions across departments.
- Built and maintained Excel and Google Sheets-based tools for tracking performance indicators.
- Coordinate with stakeholders to ensure MIS data accuracy and timely delivery

MIS Associate - Navriti Technologies
May 2024 to Jan 2024

- Assisted with day-to-day MIS activities, including data entry, validation & reporting generation.
- Ensured smooth operation of MIS systems for daily reporting needs.
- Supported senior MIS staff with data gathering and formatting tasks.
- Managed data structured data flow and contributed to day-to-day reporting tasks.

PERSONAL - PROJECTS

Sales Insights Analysis – SQL
May 2023

- Extract data from 5 related tables in a sales database using **SQL JOIN**.
- Transformed and filtered data using aggregating and filtering functions for improved reporting.
- Visualized data with **Power BI** to identify key business intelligence for enhancing sales performance.

E-Commerce Data Analysis - Excel
August 2023

- Highlighted the top 3 based on their share percentage in overall sales.
- Analyzed sales data from each category to understand the performance of different categories.
- Analyzed profit data specifically from the top 10 to identify the most profitable categories.
- Identified which state generate the highest & explored potential reasons behind the variations.
- Identify the top 10 selling products based on the sales volume. And displaying the top 10 customers who contribute the most to the overall profitability.

Superstore Data Analysis – Power BI
April 2023

- Analyzed Superstore sales data by region, category, segment.
- Created Visualizations to display the sales and profit data.
- Identify the top 10 selling products. And top 10 profitable customers.

SKILLS

- SQL (**MySQL** Database)
- Microsoft Office (Word, Excel, Power Point)
- **Advanced Excel** Function's & Pivot tables
- **Data Analysis** & Manipulation
- Business Intelligence tool (**Power BI**)

EDUCATION

- **Bachelor of Arts, General arts**   **Jan 2021 to Dec 2024**
- Indira Gandhi National Open University, (IGNOU).