Data Analyst

AJAY KUMAR

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Professional Summary

Result-oriented & with expertise in **SQL Database**, **Advanced Excel** & Business Intelligence tool (**Power BI**). Proven ability to derive insights from structured datasets and present them using dashboards and data visualization tools. Strong analytical mindset with hands-on experience in business data analysis through personal projects.

Skills

- SQL (**MySQL** Database)
- **MS Excel** (**Advance function**, Data Manipulation, Pivot tables & Pivot charts etc.)
- Microsoft **Power BI** (**DAX QUERY**, Insightful Dashboard/report.)
- Python (Basics)

Professional Experience

MIS COORDINATOR – Navriti Technologies Pvt. Ltd   Feb 2025 to Present

- Lead data management processes and maintain accurate reporting systems.
- Data 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 Pvt. Ltd.   May 2024 to Jan 2025

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

Education

BACHELOR OF ARTS – UNIVERSITY OF IGNOU.   Dec 2024

Majors: Bachelor of Arts (General), General Arts.
The Indira Gandhi National Open University (IGNOU).

Personal – Projects

➢ **Sales Insights Analysis – (SQL + Power BI)**
- Queried sales database using **JOINs, aggregation & filtering** for KPIs like revenue & profit
- Built interactive dashboards in **Power BI** to uncover trends and insights for performance.

➢ **E-Commerce Data Analysis – (Excel)**
- Identified top-performing categories and customers based on profit & sales volume.
- Created pivot charts to analyze regional and product-level profitability.

➢ **Superstore Data Analysis – (Power BI)**
- Analyzed sales data by region, segment, and category.
- Designed interactive visuals to display high-value products and customer segments.