



## WORK EXPERIENCE

### Data Analyst

#### Tata Consultancy Services

02/2022 - Present

Noida, India

##### Achievements/Tasks

- Analyzing current IT systems, and process.
- Identifying risks, opportunities, faults, and areas for development within the team.
- Designing IT solutions and solving issues effectively.
- Executing well-thought-out solutions and plans to improve team efficiencies.
- Developing new methods and solutions for the team.
- Reporting issues, advances made, and other important information to stakeholders.
- Advising management on weak points, avenues for improvement, and risks in the project infrastructure.
- Strategizing with other key stakeholders on how to best align IT systems with company objectives.

Contact : Ms. Kavita Setia

### Technical Program Manager (Azure)

#### Tata Consultancy Services

02/2023 - Present

Noida, India

##### Achievements/Tasks

- Create project plans with relevant team members.
- Supervise team members and ensure that deadlines are followed.
- Prepare progress reports for senior management.
- Identify the resources needed for the project and source these materials.
- Oversee the implementation of project improvements.
- Create management, communication plans and processes.
- Analyze and develop procedures for management and technical duties.
- Maintain project time frames, budget estimates and status reports.

Contact : Mr. Chandan Srivastava

## TECHNICAL SKILLS

SQL

Data Cleansing

Data Analysis

Node.js

Python

Numpy

Pandas

Jupyter Notebook

Java

JavaScript

PHP

Git

Anaconda

Data Science

Machine Learning

Azure

JIRA

## PROJECTS

### Centralized System for Recruitment (02/2022 - Present)

- Working on advanced excel, reduces working time by 40%.
- Doing data analysis, reduces error by 60%.
- Checking and evaluating 200+ resume per months.
- Built Streaming services for real time processing of 2000+ profiles using Excel and one drive.
- Improvement performance of existing ETL processes and Data Analysis for weekly summary data.

### Microsoft Azure Fundamentals / Data Fundamentals AZ900 / DP900 (11/2022 - 02/2023)

- Studying cloud concepts
- Studying Azure architecture and services
- Studying Azure management and governance
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- Studying core data concepts
- Studying considerations for relational data on Azure
- Studying considerations for non-relational data on Azure
- Studying an analytics workload on Azure

### Train & Deploy on Azure Technology (02/2023 - Present)

- Handling a team of 50+ associates.
- Maintaining overall tracker.
- Preparing status reports on daily, weekly and monthly basis.
- Conducting scrum meetings.
- Working on Kanban/Scrum Board at JIRA platform.

## WORK EXPERIENCE

### Technical Assistant

Indian Institute of Technology Delhi 

03/2019 - 02/2022

New Delhi, India

#### Achievements/Tasks

- Served as a technical lead, contributed to and directed the efforts of development teams, included internal and external team members.
- Contributed to the ongoing evolution of the existing content supply portfolio of applications and services.
- Designed, developed, modified, implemented, and supported software components anywhere in the software stack.
- Determined root cause for the most complex software issues and developed practical, efficient, and permanent technical solutions.
- Remained on new technologies and available versions, evaluated and updated as necessary.
- Assisted in planning, estimation, scheduling, & staffing.
- Mentored team members to allow for skill/ knowledge development through advice, & training opportunities.
- Determined in process improvements, best practices, and developed new processes.
- Worked in close partnership with cross-functional teams and management.
- Executed data migration and archive yearly in different databases.

Contact : Ms. Anishya O. Madan / Mr. Pardeep K. Gupta

### Senior Assistant

Indian Institute of Technology Delhi 

09/2017 - 02/2019

New Delhi, India

#### Achievements/Tasks

- Developed and directed to software system validation, testing methods, and executed project plans.
- Overseen the development of documentation.
- Analyzed data to effectively coordinate the modification of existing systems.
- Managed the software development lifecycle, and Monitored system performance.
- Applied best practices and standard operating procedures. Also created innovative solutions to meet our project's technical needs.
- Tested new software and fixed bugs, and shaped the future of our systems.

Contact : Mr. Pardeep K. Gupta

## DATABASE SKILLS

Oracle

MySQL

MS Access

MS Excel

## PROJECTS

### Quality Improvement Program (01/2020 - 02/2022)

- Used latest technologies, reduced download time by 50%.
- Improved security, that reduces SQL Injection and Data Breach.
- Handled all data in just 6 tables and 255 KB storage.
- Developed a new system for generate e-certificate.
- Maintained 2000+ certificates every year.
- Developed a new system to download e-certificate.
- Developed a new system to send email automated.

### Office of Career Services (03/2019 - 02/2022)

- Revamped website on PHP 7 that reduced download time by 60%.
- Code and query optimized that improves performance by 40%.
- Reduced page load time from 800ms to 200ms.
- Secured 90+ out of 100 points in Google Page speed Insights.
- Improved security, that reduces SQL Injection and Data Breach.
- Handled all data in just 5 tables and 200 KB storage.

### Career Services Portal (03/2019 - 02/2022)

- Managed 5000+ students that are applying for profiles.
- Managed 2200+ companies that are looking for suitable candidates.
- Executed multiple and complex queries that helps in data analysis.
- Executed and managed interview scheduling. completed whole task in just 3 hours for 50+ companies and 300+ students.

### Board of Academic Programmes & Board of Educational and Research Planning System (03/2019 - 02/2022)

- Developed whole 2 new systems for academic session to reduces manual work by putting all data in own cloud.
- These system are used to store meeting data like agenda, minutes and their departmental feedback.
- Created a new method to search inside a PDF file through database.
- Developed a panel for feedback approval.

### Non Graded Unit System (09/2017 - 02/2019)

- Managed 10,000+ students, 600+ faculty and 2,000 courses data.
- Developed a new panel to add new classes.
- Managed all functionality and fixed bugs.
- Added new features as per system requirements.

### Grade Sheet System for Parents (09/2017 - 02/2019)

- Ensured the grades of students by their parents.
- Developed a panel to create grade sheet in a single A4 sheet.
- Managed 10,000+ student and 4,000+ parents data.

## WORK EXPERIENCE

### Junior Assistant

Indian Institute of Technology Delhi

09/2016 - 09/2017

New Delhi, India

#### Achievements/Tasks

- Assembled materials for analysis and makes reports. Assembled financial and statistical data and summarizes such information in graphic and report form.
- Assisted in budget preparation, financial control, making statistical, financial, procedural & organizational studies.
- Assisted in the development and implemented office procedures, routines & planning the efficient flow of work.
- Assisted in maintenance of financial accounts and reconcile financial and statistical reports.
- Used computer applications such as Excel, Word, E-Mail, and database software in performing work assignments.

Contact : Mr. Bijender Singh

### Java Developer Trainee

Centre for Development of Telematics

01/2016 - 06/2016

New Delhi, India

#### Achievements/Tasks

- Designed and implemented Java-based applications.
- Defined application objectives and functionality.
- Debugged and resolved technical problems.
- Produced detailed design documentation.
- Developed and testing software.

Contact : Ms. Jayati Arora

## EDUCATION

### Master of Computer Application

Kurukshetra University, Kurukshetra

07/2013 - 07/2016

Kurukshetra, India

### Bachelor of Computer Application

Guru Gobind Singh Indraprastha University

07/2009 - 07/2012

New Delhi, India

## SOFT SKILLS

Time Management

Communication

Adaptability

Problem Solving

Team Work

Attention to detail

Interpersonal Skills

Quick Learner

Creativity

Leadership

Planning

Work ethic

## PROJECTS

GATE-JAM Exam (09/2016 - 09/2017)

- Handled 160,000+ student data in GATE-JAM Exam from Delhi.
- Handled 1000+ PH Candidates as special cases.
- Created and managed reports for meeting and task given.

DWDM & Networking Tool (01/2016 - 06/2016)

- Developed modules for Dense Wavelength Division Multiplexing.
- Developed latest networking modules to connect remote servers.
- Fetched data from XML file and showed into tabular format.

## CERTIFICATES

- Crash Course on Python

- Introduction to Data Science in Python

- Machine Learning using Python (IIT-Roorkee)

- Business Analytics with Excel

- Mastering Data Analysis in Excel

## LANGUAGES

English

Professional Working Proficiency

Hindi

Full Professional Proficiency