

Chitranshi Singh

Data Analyst skilled at performing analyses and conveying results through compelling **data visualization, dashboards, and storytelling**. A background in auditing and reporting in Cybersecurity informs a strong track record of cleaning and handling large amounts of data, producing **insightful reports**, and **presenting** them to stakeholders with excellent **communication skills**. Helping to bridge the gap between the technical and business world by **translating business requirements** into data questions that draw actionable insights and deliver key results. Passionate to share a diverse range of skills to derive data insights and add value to the business.

Work Experience

Technology Analyst, Infosys Ltd

Apr 2018 – Jun 2021, Bengaluru

- Worked with **large and complex datasets** upto **1M records** in order to detect and prevent fraud, and risk management for 200+ enterprise applications that came under audit scope using Excel spreadsheets.
- Assisted a senior analyst in automating repetitive process flows for a critical review using **Excel Macros / VBA** and reducing analysis time by 10+ hours per week.
- Detected and rectified anomalies in a critical monthly review individually by performing **in-depth exploration and analysis** using Excel spreadsheets, leading to business improvement and a 20% drop in company costs.
- Built **Excel dashboards** to visualize core business KPIs, saving 10 hours per week of manual reporting work.
- Built interactive **Tableau dashboards** in response to ongoing audit reviews.
- **Trained and provided mentorship** to 20+ new joiners to facilitate long-term growth and establish an embracing work culture built on inclusion and empowerment; reduced onboarding time for new hires by 60%.
- Promoted to an Analyst within 12 months due to strong performance and organizational impact (2 years ahead of schedule).

Senior Systems Engineer, Infosys Ltd

Apr 2017 – Mar 2018, Bengaluru

- Performed data cleaning and transformation using **advanced Excel functions** and tools on a daily basis as part of reviews.
- Researched and **transformed information from raw data** into an easily understood analysis that identified trends and insights for the organization.
- Conducted workload assessments and devised new operational processes that led to a 40% increase in productivity.
- Instrumental in creating and conducting a critical quarterly review using Excel in order to check the validity of data and internal controls; received numerous accolades from clients and senior management.
- Executed the creation and delivery of **daily, weekly, monthly, quarterly, and ad hoc reports** ahead of tight deadlines and high-quality standards.
- Served as **subject matter expert on using Excel** and its functionalities for clients and internal team members.

Berlin, Germany

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Technical Skills

- **SQL** (PostgreSQL, MySQL)
- **Microsoft Excel**
- **Tableau**
- **Python**
- Jupyter Notebook
Anaconda
- Libraries: Pandas, Matplotlib, NumPy, SciPy, Seaborn

Analytical Skills

- Data cleaning
- Data wrangling
- Data transformation
- Statistical analysis
- Hypothesis testing
- Data visualization
- Storytelling
- Data ethics
- Data dashboard

Education

Data Analytics Certificate

CareerFoundry, Berlin, Germany 2023

Bachelor in Computer Science Engineering

Pune University, India, 2015

- Highly proficient at developing and maintaining detailed methodical processes that reduce redundancy, improve accuracy and efficiency, and achieve organizational objectives.

Systems Engineer, Infosys Ltd

Apr 2016 – Mar 2017, Bengaluru

- Extracted environment-level health metrics from multiple sources into a single Excel spreadsheet to create **impactful visualizations**.
- **Analyzed the frequency and volume of alerts**, conducted root cause analysis to formulate countermeasures to business missteps, and improve operations.
- Defined and documented standard **KPIs, reporting, and key controls** for the service level management process.
- Contributed to weekly staff meetings, sharing **metrics reports** and providing suggestions on potential operational improvements.
- Recognized as a **top performer** within the first 4 months of joining the project for consistently achieving timely incident resolution rate of more than 90% every week.

Projects

Rockbuster Movie Rental, CareerFoundry

Dec 2022 – Jan 2023, Berlin

- Analyzed **transactional database in SQL** for a fictitious movie rental company to help with the launch strategy of a new online video rental service by examining rental transaction history, customer geographic distribution, and revenue models.
- Tools: **PostgreSQL, Tableau, MS Excel**.

Instacart Market Basket Analysis, CareerFoundry

Feb 2023 – Mar 2023, Berlin

- Analyzed **sales data in Python** to answer business questions and derive insights about buying trends and customer demographics in order to target customers with appropriate marketing strategies.
- Tools: **Python** and relevant libraries such as **Pandas, Matplotlib, NumPy, Seaborn, and SciPy**.