DIVYANSH PANDEY

BBA Student | Business & Data Analytics | Excel • SQL • Power BI

✉ divyansh.pandey1092@gmail.com   📞 9026311161

in linkedin.com/in/divyansh-pandey-ba2a0228b   ⦿ github.com/divyansh-data-analyst

Profile

"BBA student with strong interest in Finance Operations, Accounting Support, and Business Data Analysis. Skilled in Microsoft Excel for MIS reporting, trackers, reconciliations, and process documentation. Eager to contribute to structured finance and back-office operations in a corporate environment."

Education

08/2023 – Present Kanpur	**Bachelor of Business Administration (BBA)** *PSIT College of Higher Education, Kanpur* 2023 – Present | CGPA: 7.49 (Till 5th Semester) | Approx. 70%
2022 – 2023 Kanpur	**Intermediate (ISC)** *Dr. Brij Keshori Dubey School* With the percentage of (70%)

Professional Experience

05/2025 – 07/2025 Kanpur,Uttarpradesh	**Talent Acquisition Intern– Shine Projects | 2 Months** • Managed operational data using Excel trackers and MIS reports • Maintained documentation and process logs for accuracy • Created daily/weekly progress sheets and status dashboards • Supported coordination and record keeping

Skills

Microsoft Excel ● ● ● ● ○
Data cleaning, Pivot Tables, VLOOKUP/XLOOKUP, MIS-style reports, basic dashboards

SQL (MySQL) ● ● ● ● ○
Basic data querying, joins, aggregations, business reporting queries

Power BI & Tableau ● ● ● ○ ○
Basic data visualization, simple KPI dashboards

Python (Basic) – ● ● ● ○ ○
Pandas, NumPy (basic data handling)

Certificates

- Google Data Analytics Professional Certificate (9-Course Program) ⊡
- Create Charts and Dashboards Using Microsoft Excel-Course Certificate ⊡
- Power BI & Tableau – PSIT College of Higher Education ⊡
- Data Analytics Job Simulation – Deloitte (Forage) ⊡
- Advanced Excel – PSIT College of Higher Education ⊡
- Google data analysis with - Python ⊡

Projects

12/2025 – 01/2026	**Order to cash Sales & Revenue Analysis (MySQL)** ⊡ • Generated structured summary reports to support business decision making
11/2025 – 12/2025	**Sales Performance Analysis | Excel Dashboard Project** ⊡ • Built Excel-based MIS reports and trackers to monitor KPIs and business performance
01/2026 – 01/2026	**Flipkart-Excel-Data-Analysis** ⊡ • Analyzed 500,000+ product records in Excel to perform data cleaning, KPI reporting, and dashboard-based business insights