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Personal statement

A highly motivated professional with a BBA majored in Data Analysis and an MBA. I bring 3years of business analysis experience, a blend of business acumen and advanced analytical skills. With a solid foundation in both quantitative analysis and strategic decision-making, I am well-equipped to drive business insights from complex data sets.

I am seeking exciting career opportunities in the dynamic landscape of Data Analytics, and business analysis. I believe my analytics experience, education at Masters level and being adept at leveraging cutting-edge analytics tools and methodologies to uncover trends and inform decision-makers to enhance organizational performance are of great benefit to organisations.

Key skills and attributes

SQL, Power BI, Bootstrap, Excel Analysis ToolPak, HTML/CSS, Power Apps, JavaScript, React, Unit4 Agresso, SharePoint, MS Office, Outlook

Data Analysis, Database Management, Data Cleaning and Preprocessing, Data Visualization, Critical Thinking, Communication Skills, Domain Knowledge, Continuous Learning, Requirements Gathering, Process Modelling, Stakeholder Management, Strategic Thinking, Project Management, Change Management.

Experience

Nov. 2022 to Present   **University of Gloucestershire**
Assistant Finance Systems Accountant

- Analysed university financial data to create dashboards and provide timely reports using SQL, Excel, and Power BI for the senior academic decision-makers.
- Collated, cleaned, extracted, and transformed data from various sources, including academic databases, surveys, and institutional records while ensuring the accuracy and reliability of data by implementing quality control procedures for academic reporting.
- Conducted analysis on Power BI from large SQL database to identify trends, patterns, and insights to interpret data and provide meaningful conclusions.
- Utilised PowerAPPS to create an application to streamline the PTHP recruitment process.
- Conducted a quarterly trade survey to gain insights into University's partner payments and research & development to understand income trends and expenditure patterns which helped in data-driven decision making and improved financial planning and resource allocation.
- Managed and maintained finance databases, ensuring data integrity and security to develop and optimize database queries for efficient data retrieval.
- Collaborated and conducted business analysis with academic and administrative departments to understand their financial data needs and goals while coordinating with IT professionals and other stakeholders to integrate data systems for financial reporting.

Jan. 2022 to Jan. 2023   **University of Gloucestershire**
Student. Global MBA with Cyber Human Factors and Digital Transformation

- Full time study.
- **Key modules:** Human factors in cyber security, global leadership challenges, Business, Finance and decision Making, change management, strategic management, managing complex projects, cyber law, international trade law, and business continuity in a global context.
- Major project was a dissertation on "Understanding the online security behaviour of insider for cyber security in UK: A comprehensive case study from the Students and Staffs of the Gloucestershire University".

Jan. 2019 to Dec. 2021   **MR Resort, Nepal.**
Data Analyst

- Collated, extracted, and transformed data from reservation systems, customer databases, and feedback forms to ensure data accuracy and completeness through regular validation processes.
- Cleaned and transformed data to remove errors, and duplicates. Transformed raw data into a usable format for further analysis.
- Used statistical methods and data analysis to analyse hotel performance data such as identifying trends, patterns, and insights to inform senior management decision making.
- Prepared regular reports on key performance indicators (KPIs) for hotel management by creating dashboards and visualizations to effectively communicate data findings.
- Analysed room occupancy rates and revenue trends to optimize pricing and room availability strategies.
- Segmented customer data to identify target markets and tailor marketing strategies by analysing customer behaviour and preferences to improve guest experiences.
- Conducted analysis on competitors within the local hospitality market and identified opportunities and challenges based on competitor performance.
- Assisted in developing forecasting models for room bookings, revenue, and other metrics.
- Collaborate with other departments, such as marketing and operations, to understand their data needs and provide relevant insights.
- Addressed data-related challenges and troubleshooted issues as they arose and worked on solutions to improve data quality and accuracy.

Oct. 2018 to Nov. 2018   **Om Development Bank, Nepal**
Intern

- Collaborated with the customer service department team to solve customer queries and eliminate rush time by implementing token queue system.
- Reduced customer queries and segregated and directed queries to different departments accordingly.
- Praised for reducing the long queues waiting time with an increase in customer satisfaction.

Academic courses
Jan. 2022 to Jan 2023   **University of Gloucestershire, UK**
                                                      Master of Business Administration (Global MBA)

- Majored in Cyber Governance and Digital Transformation
- Modules included: Finance, Financial decision making and optimisation, Strategic management, Leadership, Cyber Security, Cyber Law.

Dec. 2015 to Dec. 2019   **Pokhara University, Kaski, Nepal**
                                                         Bachelor of Business Administration (BBA)

- Majored in Finance and Data analysis.
- Modules included: Computer and IT Applications, Business Statistics, Data Analysis and Modelling, Management Information Systems.
- Major project was dissertation on "identifying the factor influencing customer satisfaction of River View Resort".

Continuing Professional Development

Period	Course	Certified
June 2022	Data Analytics	Udemy
July 2022	SQL: Querying and Managing Data,	Udemy
Nov 2022	Microsoft Power BI, Microsoft Excel, Agresso	On the Job
Aug 2023	Microsoft Power Apps	On the Job
Ongoing	NumPy, Pandas and Matplotlib for Data analysis using Python (Ongoing)	Udemy