

# BHASKAR JYOTI SARMAH

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## PROFESSIONAL SUMMARY

Data Management Executive with over 9+ years years of experience in data analysis, management, and visualization. Adept at leveraging data to drive decisions across multiple departments, including **Sales, CRM, Production, Stores, Purchase, Finished Goods and Raw Material management.** Expertise in **G Suite, Google Sheets, Google Data Studio, Tableau (basic), Google Apps Script, SQL, and Microsoft Office Suite.**

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## SKILLS

**Data Analysis & Visualization:** Google Data Studio, Google Apps Script, Power BI, Advanced Google Sheets/Excel (VLOOKUP, Pivot Tables, Query, Index, Importrange, Arrayformula, Regex, Macros, etc.), SQL Server, Tableau (basic), Appsheets

**Data Management:** Data cleaning, Database development, Report generation, Statistical analysis

**Technical Tools:** MS Office, MS Access, Visual Studio, Google Apps Script

**Reporting Tools:** Dashboard creation, KPI tracking, statistical techniques

**Cross-Departmental Expertise:** Sales, Production, Stores, Finished Goods, Purchase, Raw Material

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## PROJECTS

### CRM DATA AUTOMATION AND REPORTING

Led the development of an automated CRM data management system using Google Sheets, Appsheets and Apps Script to enhance lead tracking, reporting accuracy, and sales performance analytics. Automated lead tracking from acquisition to conversion, reducing manual effort by 70% and improving data accuracy by 30%. Designed role-based dashboards in Google Data Studio, Power BI, Tableau (basic) for different levels of users, visualizing KPIs like conversion rates, funnel performance, and customer follow-ups.

### SALES TO DISPATCH PERFORMANCE ANALYTICS

Created an integrated analytics solution combining sales, production, and logistics data to monitor the full order lifecycle. Designed dashboards in Google Data Studio, Power BI, Tableau (basic) that provided real-time visibility into order status, bottlenecks, and fulfillment timelines. Automated alerts for delays and exceeded turnaround times. Helped reduce dispatch delays by 20% and improved collaboration between sales, production, and logistics teams.

### PRODUCTION MANAGEMENT DATA SOLUTIONS

Developed production performance dashboards in Google Data Studio and Power BI to track daily output, downtime, and defect rates. Automated daily reporting using Apps Script, reducing manual reporting time by 50%. Provided actionable insights that improved overall equipment effectiveness and supported continuous improvement initiatives through variance analysis of planned versus actual production.

### COSTING AND PROFITABILITY ANALYSIS

Built costing models in Google Sheets and SQL to analyze raw material usage, unit production costs, and budget variances. Developed dashboards to track cost trends and variances, supporting management decisions to optimize supplier terms and material usage. Helped achieve a 5% cost reduction in selected production lines and contributed to more accurate pricing strategies.

### LOGISTICS AND INVENTORY DATA MANAGEMENT

Designed an automated inventory tracking system in Google Sheets integrated with AppSheet, Google Apps Script to log stock movements, returns, and variances. Developed dashboards that provided real-time insights on inventory levels and turnover. Implemented alerts for low stock levels and high variances, improving stock accuracy and reducing holding costs.

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## **EXPERIENCE**

### **Data Analyst & Reporting Developer**

**Shree Pawan Kraft Paper Mills LLP & Northeast Polypipes LLP**

**April 2022 – Present**

- Built and maintained structured datasets across Sales, CRM, Production, Inventory, and Purchase departments using Google Sheets and SQL for efficient data accessibility.
- Designed interactive dashboards in Google Data Studio, Power BI & Tableau (basic) to visualize 15+ KPIs, supporting real-time insights for leadership and cross-functional teams.
- Automated weekly and monthly reporting workflows using Google Apps Script, saving 10+ hours/week in manual effort and improving reporting accuracy.
- Conducted in-depth data validation and cleansing operations, ensuring 98%+ data integrity across multi-source inputs.
- Collaborated with department heads to identify critical metrics and analytical needs, transforming business questions into actionable data models and visual reports.
- Provided strategic insights via ad-hoc analyses on inventory trends, sales cycles, and procurement patterns, influencing purchasing and production decisions.

### **Data Analyst & BI Developer**

**Shree Mahabir Foods Ltd**

**July 2019 – March 2022**

- Managed and analyzed operational data across 6 departments using advanced Google Sheets functions (QUERY, IMPORTRANGE, INDEX-MATCH) to improve data structure and usability.
- Developed and deployed KPI dashboards using Google Data Studio to visualize sales and inventory performance trends for senior leadership review.
- Led data quality initiatives by creating control frameworks and validation scripts, minimizing report errors and enhancing data credibility.
- Delivered regular business insights via custom reports that identified supply chain inefficiencies and optimized logistics planning.
- Automated repetitive tasks using Google Apps Script and Macros, cutting report generation time by 40%.
- Partnered with functional teams to translate business requirements into analytical deliverables, improving data literacy across the organization.

### **MIS Executive**

**RJ Supply Chains Solutions**

**January 2018 – July 2019**

- Provided support and maintenance for the company's existing Management Information Systems (MIS), Managed and enhanced MIS systems to support data-driven decision-making for supply chain operations.
- Designed and generated analytical reports using Excel advanced functions (PivotTables, VLOOKUP, Macros) to monitor operational KPIs.
- Automated recurring reports and data consolidation tasks, improving reporting efficiency by 30%.
- Conducted root cause analysis using data insights to address customer complaints and operational inefficiencies.
- Developed detailed documentation for MIS processes, enabling easier system updates and knowledge transfer.
- Collaborated with cross-functional teams to define data requirements for resolving recurring logistics issues.

## **Inventory Supervisor**

**Flipkart FC (Under RK And Company Manpower Pvt. Ltd)**

**November 2016 – October 2017**

- Analyzed inventory data to ensure accuracy in cycle counts, adjustments, and product transfers across facilities.
  - Developed Excel-based trackers to monitor stock levels, returns, and variances, supporting warehouse management in real-time decisions.
  - Streamlined inventory control processes, reducing stock variance incidents through enhanced data tracking.
  - Coordinated with customers and manufacturers using data insights to address return shipments and discrepancies.
  - Monitored and reported on key inventory metrics, enabling proactive resolution of stock imbalances.
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## **EDUCATION**

### **Post Graduate Diploma in Computer Application (P.G.D.C.A)**

Saraswati Commercial Training Center, Mirza, India – March 2018

### **BA**

Dakshin Kamrup College, Mirza, India - June 2017

### **ITI in Hardware & Networking**

SUNRISE TECHNICAL INSTITUTE, Boko, India – January 2017

### **12th**

Dakshin Kamrup College, Mirza, India – June 2014

### **10th**

Kamrup Jatiya Vidyalaya, Mirza – June 2012

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## **OTHER QUALIFICATIONS**

Completed Data Structure and Advanced Google Sheets Formulas training with CEOITBOX.

Attended Tech Alumni Training Lessons from CEOITBOX.

Completed Rahul Jain's Business Coaching courses on optimizing business processes using data.

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## **PERSONAL INFORMATION**

**Date of Birth:** 28 April, 1996

**Languages Known:** English, Hindi, Assamese

**Nationality:** Indian

**Hobbies:** Listening to music, Reading, Cricket, Computer games

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## **DECLARATION**

I hereby declare that the above-mentioned information is correct to the best of my knowledge and belief.

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**Bhaskar Jyoti Sarmah**