# Charchit Sahani

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## 💼 Professional Summary

Excel & SQL Reporting Analyst | Power BI Developer (Intermediate Level)  
Data Analyst with 7.5 years of cross-industry experience delivering department-level dashboards, huddle reports, and process automation across healthcare, logistics, and telecom domains. Proven expertise in Excel-based analytics, SQL queries (joins, CTEs, RANK), and automation through Power Query. Now building scalable reporting using Power BI with DAX, visual storytelling, and data modelling best practices.

## 🛠️ Technical Skills

BI Tools: Power BI, Excel (Pivot Tables), Power Query, Tableau (Basic)  
Programming: SQL (Joins, GROUP BY, Subqueries, CTEs, RANK), DAX (Measures, Time Intelligence)  
Data Skills: Dashboarding, Data Modeling, ETL Prep, KPI Tracking, Data Cleaning  
Scripting: Python (Pandas, Data Cleaning – Google Colab) [Learning Phase]  
Soft Skills: Client Communication, Ownership, QA, Team Coordination, Ad-hoc Analysis

## 🧑‍💼 Work History

Senior BI Executive  
Advantmed LLP | Gandhinagar, Gujarat  
July 2021 – May 2025

• Created department-wise performance dashboards using Excel (Pivot Tables, VLOOKUP).  
• Delivered recurring daily/weekly/monthly reports to internal stakeholders.  
• Owned reporting for attrition, adherence, SLA, and hiring metrics.  
• Automated weekly/monthly SLA and performance reports using SQL & Power Query; reduced manual hours by 60%.  
• Automated multiple legacy reports, reducing manual refresh effort by 60%.  
• Extracted and analysed data using SQL (Joins, CTEs, Window Functions).  
• Pulled and shaped data using SQL joins, CTEs, RANK, GROUP BY, and integrated into Excel dashboards.  
• Delivered Huddle Reports (viewed across company) – automated using Power Query, ensuring daily accuracy.  
• Acted as team coordinator, validating reports and mentoring team members.  
• Mentored junior team members and conducted knowledge transfer for dashboard templates.

PPE Engineer  
Teleysia Networks Pvt. Ltd. | Ahmedabad, Gujarat  
Dec 2017 – Feb 2021

• Performed network optimization and drive tests using tools like Nemo Outdoor and other RF diagnostic software.  
• Analysed test log files to generate KPI trend reports and performance summaries.  
• Created detailed Excel-based reports for network coverage, signal strength, and handover performance.  
• Collaborated with the planning team to report findings, support network tuning, and improve coverage.

Assistant – MIS / IT Reporting  
Om Logistics Pvt. Ltd. | New Delhi, Delhi  
July 2016 – May 2017

• Managed reporting for warehouse operations in Jio’s supply chain, enhancing inventory control accuracy.  
• Developed and maintained Excel-based inventory tracking logs and automated reporting templates using formulas and macros.  
• Produced daily KPI dashboards and logistics flow reports to support operational decisions.  
• Conducted staff training on Excel and data reporting, reducing manual errors by 25%.

## 🎓 Education

Bachelor of Technology (B.Tech), Information Technology  
Moradabad Institute of Technology (MIT), Moradabad  
May 2016 | GPA: 6.4 / 10  
  
Higher Secondary Certificate (HSC), Science  
Shri Ram Public Inter College, Moradabad  
April 2012 | GPA: 6.0 / 10  
  
Secondary School Certificate (SSC)  
Shri Ram Public Inter College, Moradabad  
April 2010 | GPA: 6.6 / 10

## 📜 Certifications

• Professional Certificate in Data Science – IIT Madras (via Intellipaat) | 2022  
 Covered modules in SQL, Power BI, Python (Pandas), Excel, and data analysis techniques.  
• MS SQL Server Certification – Advantmed | 2023  
• Advanced Excel for Data Analysis – Advantmed | 2023

## 🏅 Awards & Recognitions

• Employee of the Year – Advantmed LLP | 2022  
 Recognized for outstanding performance in data reporting, process improvement, and cross-functional coordination.  
• Employee of the Month – Advantmed LLP | 2022  
 Awarded for timely delivery of critical dashboards and proactive client communication.  
• You Matter Award – Advantmed LLP | 2023  
 Honoured for consistent commitment to quality, accuracy, and team support in analytics projects.  
• Man of the Match – Advantmed Premier League | 2021  
 Acknowledged for excellence in team sports and promoting employee engagement.

## 📌 Additional Information

• Availability: Immediate Joiner  
• Preferred Roles: Power BI Developer, Data Analyst, Reporting Analyst  
• Location Preference: Delhi NCR (Open to remote/hybrid opportunities)