DIMPLE RANGEEE

Vadaj , Ahmedabad • 7096073010 • rangeedimple2002@gmail.com
https://www.linkedin.com/in/dimple-rangee-868499316

SUMMARY

A recent BCA graduate from Silver Oak University, currently pursuing a Data Analysis course at TOPS Technologies. Seeking a junior data analyst role to apply my skills in Excel, SQL, and Python. I have hands-on. experience in data handling, reporting, and client communication through my current role in sales, I'm eager to grow in the analytics field and contribute to data-driven decision-making in a dynamic organizational

WORK EXPERIENCE   Oct 2024- Mar 2025

Telecaller & Sale Excutive (Unity space Advisor - Real Estate)

- Managed client data, property listings, and appointment schedules
- Assisted in lead follow-ups and client coordination
- Designed and published social media c(reels & posts) to promote properties
- Developed time management and communication skills in a fast-paced environment

Telecaller- Sale and Marketing Department (Winny Immigraton)   April 2025 - Present
- Engaged with clients to promote visa services and handle inquiries
- Maintained daily call logs and follow-ups
- Built strong communication and customer-handling skill

KEY SKILLS & TECHNICAL EXPERTISE

- Data Analysis: Data Cleaning, Reporting, Visualization
- Tools: Excel (Advanced), Power BI, Python (Basics)
- Data Visualization: Pivot Tables, Dashboards, Charts
- Analytical Skills: Data Interpretation, Problem Solving
- Communication: Client Interaction, Collaboration
- Certifications:v Python Programming, IoT, Android App Dev

EDUCATION

Data Analysis Course,   June 2025- Ongoing
TOPS Technologies, Ahmedabad

- Excel (Advanced), Power BI, SQL, Python
- Data Cleaning, Visualization, Dashboards, Pivot Tables
- Hands-on practice on live datasets and tools

Bachelor of Computer Application ,
silver oak University, Ahmedabad

CGPA: 9.05 / 10   Sep 2022- Mar 2025
- Gained foundation in programming, databases, and data structures
- Learned SQL, Python, and Excel during academic projects
- Built mini web applications and basic data processing tools
- Strengthened logical thinking and analytical problem-solving

CERTIFICATIONS & PROJECTS

CERTIFICATE

- Python Programming – IIT Bombay (80%)
- Introduction to IoT – NPTEL, IIT Kharagpur (65%)
- Android App Development – IIT Bombay (62.5%)

PROJECTS

Sales Dashboard (Course Project)

- Developed an interactive Sales Dashboard using Power BI and Excel.
- Applied data cleaning, visualization, and filtering techniques to generate actionable insights.

Projects links:

- https://github.com/dimplerangee/Tops_assignment/blob/main/Excel/sharkk.pbix
- https://github.com/dimplerangee/Tops_assignment/blob/main/Excel/assessment1.pbix
- https://github.com/dimplerangee/Tops_assignment/blob/main/Excel/assessment2.pbix

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STRENGTHS

- Strong analytical thinking and problem-solving abilities.
- Quick learner of new data tools and technologies.
- Ability to work collaboratively in teams and contribute ideas.
- Detail-oriented and focused on accurate data analysis.