

ARCHANA

Software Engineer | Data Analyst

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Pune, Maharashtra



SUMMARY

- Highly skilled and motivated Data Analyst with **1+ year** of experience in leveraging data analytics to drive business insights.
- Proficient in **Power BI, Advanced Excel, and SQL database** to analyze and visualize complex datasets.
- Skilled in translating complex findings into clear and concise reports, dashboards, and presentations for both technical and non-technical stakeholders.
- Expertise in SQL querying and database management, ensuring efficient data extraction, transformation, and loading processes.
- Demonstrated proficiency in advanced Excel functions, including **Vlookup, Pivot tables, and power query**, streamlining data manipulation and analysis.
- Seeking to contribute my analytical expertise to a dynamic organization and make data-driven decisions that lead to business growth.

EXPERIENCE (1+ YEARS)

Software Engineer

SourcePro Infotech Pvt

05/2022 - 08/2023 Pune, Maharashtra

<https://sourcepro.co.in>

Worked under - Data Analyst Team

- Have used **SQL queries** to extract, clean, and transform data from various sources, ensuring data accuracy and dependability for analysis.
- Utilized **Power BI** to create insightful and visually appealing dashboards.
- Have processed data to prepare datasets for analysis by aggregating, filtering, and merging.
- In order to share insights with both technical and non-technical teams, I prepared and delivered data-driven reports and presentations.
- Created **quarterly and monthly reports** utilising data visualisation approaches for senior management.
- Applied advanced Excel features, such as **Pivot tables, Charts, and VLOOKUP**, to analyze and visualize data effectively. Utilise Excel's data analysis functionality to produce valuable insights from complicated datasets.
- Generate reports and summaries using pivot tables, charts, and conditional formatting.
- Worked closely with cross-functional teams, including business analysts and data engineers, to understand data requirements and deliver actionable insights.
- Developed and maintained documentation for data sources, procedures, and data dictionaries that helped with knowledge transfer and data governance.
- Actively participated in team meetings and contributed to discussions on data analysis strategies and best practices.
- Continuously communicate project progress, challenges, and recommendations to make sure they are in line with business objectives

EDUCATION

B.E. in Computer Science, JIET

Rajasthan Technical University, Kota

2006 - 2010 Jodhpur

Aggre. Percentage

71%

TECH STACK

Database (SQL)

Advanced



Data Visualisation (PowerBI)

Advanced



Data Manipulation (Excel)

Advanced



SKILLS

Data Visualization

PowerBI

Excel - Charts

Data Analysis

MySQL

PostgreSQL

Data Manipulation : Advance Excel

Pivot Tables

VLOOKUP

Index / Match

Conditional formatting

Power Pivot

OFFSET function

Power Query

STRENGTHS



Willing to Learn

Proactively seek opportunities to acquire new skills and stay updated with industry trends.



Engaging Personality

Excellent communication and presentation abilities. Strong problem-solving and analytical thinking skills.

CERTIFICATION

SQL and Databases Bootcamp

Udemy - August 2023

Microsoft Power BI for Business Intelligence

Udemy - July 2023

Microsoft Excel Mastery

Udemy - August 2023