**Sumita De**

Phone No- **9126814041** Email [ID- sumitade247@gmail.com](mailto:ID-%20sumitade247@gmail.com)

Motivated and highly professional with 6.2 years of experience in **Power BI** and **Machine Learning, People management, Leadership.** Willing to work both independently and as a team player with a positive attitude.

**Professional Experience**

**2023-Present VMware, Inc., Bangalore**

(July’23-Present) **Business Analyst**

* Created Power BI reports and dashboards to visualize the current sales and opportunity details and an actionable insight to the business.
* Forecasting the sales data to enable the informed decision making and also provide appropriate insight of product details and status.
* Used Salesforce, XL connector and SharePoint as data sources.
* Shaped the unclean data in power query, given relationships in multiple tables, applied DAX for calculations, created interactive visuals and also used power Automate
* The Dashboard contains Data matrix, completeness of the status of pipeline, expiring and renewal details.
* Collaborate with stakeholders, including business users, product managers, and technical teams, to understand and document business requirements for the projects

**2017-2022 Wipro Limited, Bangalore**

(Feb’20-Dec’22) **Designation-Team Lead**

**Data Analyst**

* Created effective Power BI Dashboards, utilizing advanced visualization techniques, to communicate the data clearly and concisely to clients.
* Maintained and Analysed workforce performance for continuous quality and productivity improvements.
* Collected, analysed, and processed data to measure key performance indicator against business objectives and benchmarks for the organization. Analysed results and set up reports, designed dashboards containing relevant KPI, measures, use trends and reports to forecast that enable informed Decision-making
* Work closely with operations team to analysed and help them to improve their performance
* Created interactive and highly informative Power BI reports using DAX
* Built out the data and reporting infrastructure from the ground up using Power BI and SQL to provide real-time insights into the objects and business KPIs
* Developed root cause reports to address problems and successfully revealing insights that boosted conversions by 20%
* Provided forecasting vs achievements on daily, weekly, monthly and yearly basis and End- to-End report delivery to the clients

(Mar’17-Feb’20) **Subject Matter Expert**

* Clearing process related doubts. Provides feedback to the operators when needed. Provides Policy updates.
* Provided coaching, training and guidance to improve in the process. Shared reports to team member to visualize and monitor daily, weekly wise performance.
* Drive team to achieve process SLAs / metrics productivity and quality targets within the established timelines.
* Implemented conceptualized process strategies and achieved TAT targets, Establish systems and procedures in the team. Create an environment oriented to trust, open communication, creative thinking, and cohesive team effort

**Technical Skills**

* Reporting Tool: **Power BI, Excel**
* Microsoft Power BI: **Power BI Desktop, Power Pivot, Power Query, DAX, Data Visualization, Power BI service, Data Analysis**
* Data source: **SQL server, Salesforce, SharePoint, XL connector**
* Microsoft office: **Microsoft Excel, Microsoft Word, Spreadsheet**

**Soft Skills**

* **Excellent Communication Skill.**
* **Collaboration**
* **Excellent interpersonal, logical thinking & strong analytical skills**
* **People management Skills**
* **Presentation Skills**
* **Attention to detail**
* **Ability to handle disputes**

**Education**

**2012-2015 B.Tech**

[Techno India, Salt lake]

**B.Tech in Computer Science & Engineering. CGPA 6.66**

**2009-2012 Diploma Engineering**

[Women’s Polytechnic]

**Diploma Engineering in Computer Science and Technology. With 73.7%**

**BSc. In Pure Science with Physics, Mathematics and Chemistry.**

**Personal Information**

**Languages:** English, Hindi, Bengali

**Current Address:**

Marathahalli, Bengaluru, 560037.

**Permanent Address:**

Habra,24PGS(N), West Bengal,743268

**DECLARATION:**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the incorrectness of the above-mentioned particulars.

**Bangalore Sumita De**