

# DONA VERMA

## Data Analyst

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### PROFESSIONAL SUMMARY

6+months of experience working into data space

### SKILLS

- Advance Excel
- SQL
- Power BI
- Tableau
- Python
- Statistics
- MS Excel, Word, PowerPoint
- Google Sheets & Docs
- Data Presentation & Storytelling
- Basic Dashboard Design
- Canva
- Affiliate Marketing
- Communication
- Problem solving

### WORK EXPERIENCE

#### DATA ANALYST INTERN-AI VARIANT,BANGALORE

Nov 2025- Present

##### Bank Analytics

Delivered data-driven insights for banking operations using SQL, Excel, and BI dashboards to support financial decision-making.

##### Benchmark (Remote) | Dec 2024 - Feb 2025

Data Analyst Intern Collaborated with cross-functional teams to identify data requirements. Used SQL and Python for data extraction, cleaning, and analysis. Designed interactive dashboards in Tableau and Power BI to visualize KPIs.

##### Seva Satkar Foundation (Remote) | Jan 2023 – May 2023

Digital Marketing Intern Managed digital campaigns using analytics to measure engagement. Optimized content strategy using insights from Facebook and Instagram metrics

**Commerce graduate with hands-on experience in data analytics, business reporting, and digital content management.**

### EDUCATION

B.Com Honours MATS University, Raipur (CG)

2022-2025

### CERTIFICATION

#### Data & Business Analyst Certification | ExcelR, Bangalore

- Hands-on experience in requirements gathering, process modeling, and stakeholder communication
- Worked with Excel, SQL, Tableau, Power BI, and SDLC methodologies

#### Business Analytics with Excel | Coursera

- Expertise in data modeling, forecasting, KPI analysis, and reporting

#### Data Analyst Certification | NASSCOM

- Validated skills in data analysis, SQL concepts, data interpretation, and analytical problem-solving
- Successfully cleared the NASSCOM Data Analyst Assessment

#### Digital Marketing Certification | Bizgurukul Academy

- Practical exposure to SEO, lead generation, and content strategy for brand growth

### PROJECTS

#### Sales Analysis Using Excel

- Analyzed sales data to identify trends, regional performance, and product demand.
- Utilized Excel formulas and pivot tables for summarization and visual dashboards.

#### Netflix Titles Dashboard in Tableau

- Built a Tableau dashboard to visualize distribution of genres, release trends, and country-based content.
- Enabled interactive filters for better storytelling and decision insights.

#### HR Analytics Project

- Performed attrition and workforce analysis using Excel, SQL, Tableau, and Power BI
- Created dashboards and KPI reports to support HR retention and engagement decisions

#### Patient Healthcare Analytics Project (Ongoing)

- Analyzing patient and operational data using Excel, SQL, Tableau, and Power BI
- Developing dashboards to support healthcare decision-making