Garvit Malik

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+91-7206099444

Gurugram India

Skills

- Microsoft Office Apps
- Power BI
- Python
- IBM Cognos Analytics
- SQL
- Analytical skills
- Project Management
- Team work
- Interpersonal Skills
- Communication skills
- People Management
- Adaptability
- Attention to detail
- Collaboration

Education

01/2022
PGPM:
ICFAI Business School
Gurugram

01/2020
BBA:
Kurukshetra University
Panipat

01/2017
12th Standard:
SDVM School
Panipat

01/2015
10th Standard:
SDVM School
Panipat

Websites, Portfolios, Profiles

- www.linkedin.com/in/garvit-malik/

Certifications

- Microsoft Power BI Data Analyst, Microsoft | Coursera, 04/25/24
- Generative AI For Data Analysts, IBM | Coursera, 09/24/24
- Generative AI Fundamentals, IBM | Coursera, 09/24/24
- IBM Data Analyst Professional, IBM | Coursera, 08/24/24

Professional Summary

Detail-oriented Senior Data Management Analyst with over 3 years of Experience in transforming Complex data and leveraging analytical tools to interpret Data. Adept in Analytical tools like Power BI, Advance Excel and Python to improve operational performance. Led and delivered High-impact Data projects on time, consistently surpassing expectations and Operational goals.

Experience

CBRE - Senior Data Management Analyst
Gurugram, India
10/2021 - Current

- Track availabilities, Review data & Interpreting Transactional Data such as buildings, Spaces, Comps, etc on Databases.
- Conduct Regular Audits and ensure Data on system is up to date and accurate.
- Acting as a liaison between Onshore Analysts and Managers, Identifying & communicating any Data Anomalies and Misleading data points.
- Demonstrates clear, effective and Professional written and Oral Communication.
- Actively managing multiple Tasks and Completed 30+ Data Projects and reviewing 15000+ properties annually.

Bajaj Allianz Life Insurance - Management Trainee : Marketing
Delhi, India
02/2021 - 05/2021

- Identified out the Unique Selling Propositions of the product and services of Bajaj Life insurance to design advertisement campaigns.
- Achieved 100% Sales target, Studied the competitor's Social Media Platforms and writing creative Ad scripts for TV.

Sharekhan Ltd. - Management Trainee : Sales
Panipat, India
02/2019 - 05/2019

- Analysing consumer behaviour towards Stock Market, Undertaken a Competitive Analysis of Stock market brokers.
- Achieved 100% Sales target.

Achievements

CBRE Superstar Award, Awarded with 'CBRE Superstar Award' for Q2 2022 for verifying 5000+ Properties in a single month and managing 3+ projects actively making significant contribution in the Enterprise Analytics and Data Services.

Projects

Capstone Project Power BI, Performed Data Preparation, Modelling and Visualising the Data of a sales company using tools like Microsoft Excel and Power BI With Data Analysis Expression (DAX)., Highlighted Key Data Aggregates and Anomalies to support effective decision-making. Capstone Project - Technology Trend Analysis, Identified trends on different Languages and Data models are used among developers., Visualized Data using tools like Python, IBM Cognos analytics and PowerPoint reporting.