

## **GAURAV NIWAS SARMA**

Guwahati, Assam, India

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### **DATA ANALYST | BUSINESS ANALYST | MIS & OPERATIONS ANALYTICS**

Data-driven professional with 3 years of experience across government finance, infrastructure projects, and MIS reporting. Proven ability to convert raw field data, financial records, and operational inputs into structured dashboards, reports, and business insights using Python, SQL, Power BI, and Excel. Strong background in project monitoring, data validation, and analytics automation.

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### **CORE SKILLS**

Python | Pandas | NumPy | SQL (MySQL) | Power BI | Excel | Data Cleaning | Data Visualization  
MIS Reporting | KPI Tracking | Dashboarding | Forecasting | ETL | Data Validation  
Streamlit | Tkinter | GitHub | CSV | Relational Databases | Data Warehousing Basics

**Tools & Platforms:** Power BI | Excel | MySQL | GitHub | Streamlit | Tkinter | VS Code

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### **PROFESSIONAL EXPERIENCE**

#### **Project Engineer**

**North Eastern Development Finance Corporation Ltd. (NEDFi)**

*(Ministry of Development of North Eastern Region – Government of India)*

**May 2024 - present**

- Managed MIS reporting for 1000+ government-funded projects across 8 North-Eastern states, covering multi-crore infrastructure and development initiatives.
  - Built and maintained structured reporting systems using Excel, SQL, and Python to track fund utilization, timelines, and project performance.
  - Performed data cleaning, validation, and reconciliation between field data, financial records, and central MIS databases.
  - Converted site inspection reports into digital datasets used for compliance and decision-making.
  - Developed monthly and quarterly dashboards for senior management to track delays, cost overruns, and KPIs.
  - Reduced reporting turnaround time by ~40% through automation and improved data workflows.
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## **Assistant Engineer**

### **Alliance Engineers & Consultants**

**February 2023 - April 2024**

- Prepared Detailed Project Reports (DPRs) for infrastructure projects under the Assam Resilient Rural Bridge Program (ARRBP), funded by the World Bank.
  - Processed raw survey data in CSV format and converted it into engineering drawings, hydrology models, and inventory datasets.
  - Used AutoCAD and MX Road to produce horizontal & vertical alignment data for bridges and approach roads.
  - Created bridge inventory reports, hydrology reports, and key plans that fed directly into funding and approval decisions.
  - Maintained structured technical databases supporting project design, budgeting, and monitoring.
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## **TECHNICAL PROJECTS**

### **1. Sales Inventory & Analytics System**

**Python | MySQL | Pandas**

- Built a database-driven inventory platform to track products, sales, revenue, and stock levels.
- Used SQL and Pandas to generate sales trends, profit reports, and low-stock alerts.

### **2. ATM Banking Simulator**

**Python | Tkinter | MySQL**

- Developed a GUI-based banking system with user authentication, transaction logs, and balance tracking.
- Designed a transaction-level database for analytics and auditing.

### **3. Student Performance & Analytics System**

**Python | Tkinter | MySQL**

- Built a login-based system storing academic records and generating performance reports and trends.

### **4. Sales-Revenue Dashboard with Forecasting**

**Python | Pandas | Numpy | MySQL | Excel | Power BI**

- The dashboard provides insights on sales trends, revenue forecasting, regional performance, and product analytics using historical transaction data to forecast monthly revenue and analyze regional and product performance.

## **5. E-Commerce Funnel & Conversion Analytics**

**Python | Pandas | Numpy | Power BI**

- Built an interactive e-commerce analytics system that tracks user journeys from product view to final purchase.

## **6. Business Performance Monitoring & Forecasting Dashboard**

**Python | Machine Learning | Pandas | Numpy | Excel | Power BI**

- Designed and generated a realistic business performance dataset using Python for multi-dimensional analysis.
- Built interactive Power BI dashboards to analyze historical trends across regions, categories, products, and channels.
- Implemented time-series forecasting using machine learning to predict future revenue and visualize actual vs forecast performance.
- Developed dynamic, KPI-driven recommendations that update automatically based on user-selected filters.
- Delivered a decision-support analytics solution aligned with enterprise and consulting use cases.

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## **EDUCATION**

### **B. Tech in Civil Engineering**

Kalinga Institute of Industrial Technology (KIIT), Bhubaneswar

**2018 – 2022**

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## **INTERNSHIP**

- **Adani**  
Guwahati International Airport Ltd.  
**04-08-2022 – 05-11-2022**
  - **APWD (Assam Public Works Department)**  
South Kamrup Territorial Road Division, Mirza, Palashbari.  
**23-09-2021 – 23-10-2021**
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## **CERTIFICATIONS**

- **Google Data Analytics**
- **AutoCAD**
- **Primavera P-6**
- **ESurvey CADD**