

## GAURAV NIWAS SARMA

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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 (MIS & Analytics)

**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 (Project Analytics & Reporting)**

### **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.

This role followed a full data lifecycle: data ingestion, transformation, and reporting. The same workflow modern analytics teams use.

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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.
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## **EDUCATION**

**B. Tech in Civil Engineering**

Kalinga Institute of Industrial Technology (KIIT), Bhubaneswar

**2018 – 2022**