

PARTH ITALIYA

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SKILLS

- Microsoft Excel (Advance) – Power Query, Power Pivot

EXPERIENCE

Data Operator

Feb-2025 to Jul-2025

VGROWN TECH PVT. LTD. - Diamond Manufacturing

- Consolidated over 30+ monthly excel files into a single Excel data model using Power Pivot.
- Designed relationships to create a dynamic, auto-updating summary report, reducing manual work by 80%.

Back Office Executive

Feb-2019 to Dec-2020 & Jan-2024 to Jan-2025 (3 years)

SUN INVESTMENT - Mutual Fund Products

- Using VBA code and chatGPT, automated my daily excel work therefore increasing productivity by 75%. (*sample file project 01 - github.com/italiyaparth/work*)
- Providing "Valuation Reports of Mutual Funds" for the clients, either in PDF format or PRINT.

Back Office Executive

Jan-2021 to Dec-2023 (3 years)

NEXT GARMENT - E-commerce Textile Products

- Managed stock inventory on Tally software.
- Data Entry of Purchase, Sales, Bank Transaction, .etc done on Tally software.
- Created monthly excel reports for Total Sales, Total Return Ratio, etc.

EDUCATION

Bachelor of Science – Mathematics (2018)

M. K. Bhavnagar University Board, Bhavnagar, Gujarat

PROJECTS

Coffee Shop Sales Analysis (Microsoft Excel)

project 02 - github.com/italiyaparth/work

- Sub Tools: Power Query, Power Pivot, Basic DAX (Measures), Charts
- Analysis of Sales by Day of the Week & Hour of the Day, Sales Revenue for each Month
- Analysis of Sales across different Store Locations, Top 5 Best-Selling Products