

PARTH ITALIYA

[linkedin.com/in/italiyaparth](https://www.linkedin.com/in/italiyaparth) | github.com/italiyaparth/work

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SKILLS

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

EXPERIENCE

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.

MIS 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, 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