

# PARTH ITALIYA

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

7069384441 | [parthitaliya15@gmail.com](mailto:parthitaliya15@gmail.com) | Varachha, Surat

## SKILLS

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

## EXPERIENCE

### Back Office Executive

2.5 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](https://github.com/italiyaparth/work) )
- Providing "Valuation Reports of Mutual Funds" for the clients, either in PDF or PRINT format.

### MIS Executive

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](https://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