

Shaik Khaleel Resume

Shaik Khaleel

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PROFILE SUMMARY

- Having 2+ Years of professional IT experience in Data Analytics and have good command on Excel, Advanced Excel.
- Proficient in integrating and analysing data from various sources, utilizing advanced Excel functions to deliver actionable insights.
- Proficient in collaborating with cross-functional teams to gather, consolidate, and analyse data for accurate and insightful reporting.
- Adept at building strong interdepartmental relationships to support data-driven decision-making processes.
- Developing and delivering MIS reports using Excel for monthly, weekly, and daily reports to Management.
- Hands-on experience in Advanced Excel, VLOOKUP, HLOOKUP, Pivot Table, and IF, Nested IF conditions.
- Expert in Excel operations like Data validation, Remove Duplicates, Advanced Filter, Goal Seek.
- Performing testing, maintenance, debugging, and documentation for every process.
- Prepare reports for various lines of business on a periodical basis to drive data-driven decision-making.
- Designing dashboards for business overviews.
- Exceptional communication, analytical, and project management skills.
- Coordinate with other teams globally to understand business needs and provide suitable MIS reporting.
- Expertise in handling a huge amount of quantitative data using Excel.
- Visualizing the data using Pivot Tables, slicers, and charts.
- Receiving and downloading data from different sources and cleaning and formatting data using Excel.
- Developed report specifications based on user requirements.
- A professional, innovative, creative, and self-motivated team player who can guide/lead projects independently.
- Interacting with clients directly through scheduled daily/weekly business conversations.

EXPERIENCE

Senior Analyst

Stellar Innovations Private Limited

August 2023 – Present (1 year 9 months)

Project Intern

Young Minds Technology Solutions Pvt Ltd

October 2022 – March 2023 (4 months)

EDUCATION

Bachelor's Degree in Computer Programming, Specific Applications

Sri Venkateswara University, Tirupati

February 2020 – February 2023

TECHNICAL SKILLS

- Excel, Advanced Excel, Word, PowerPoint, Core Python
- Outlook and Internet Applications

PROJECTS EXECUTED

Project - 1

Client: Stellar Innovations

Role: Data Analyst

Duration: August 2023 – Present

Roles and Responsibilities:

- Implement and analyse data to create daily, weekly, monthly, and quarterly reports.
- Generate ad-hoc reports as directed by Management.
- Use Offset Function for Dynamic ranges and Calculated Fields in Pivot Tables.
- Use VLOOKUP, HLOOKUP, Match & Index, SUM, SUMIFS, Conditional Formatting, and other Excel functions.
- Use Pivot Tables to summarize raw data.
- Design interactive dashboards based on requirements with different tabs and dropdown selection.
- Understand and execute a wide range of client requirements in terms of data management and data cleansing.
- Prepare dashboard presentations in PowerPoint.