

# Shaik Khaleel Resume

Shaik Khaleel

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## PROFILE SUMMARY

- Having 2+ years of professional IT experience in Data Analytics and good command of Excel, Advanced Excel.
  - Proficient in integrating and analyzing data from various sources, utilizing advanced Excel functions to deliver actionable insights.
  - Proficient in collaborating with cross-functional teams to gather, consolidate, and analyze data for accurate and insightful reporting.
  - Developing and delivering MIS reports using Excel for monthly, weekly, and daily reports to management.
  - Expert in Excel operations like Data Validation, Remove Duplicates, Advanced Filter, Goal Seek.
  - Coordinate with other teams globally to understand business needs and provide suitable MIS reporting.
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## EXPERIENCE

### Specialist

Stellar Innovations Private Limited

August 2023 – Present (1 year 10 months)

### Roles and Responsibilities:

- Implement and analyze 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.

- Design interactive dashboards based on requirements with different tabs and dropdown selections.
- Understand and execute a wide range of client requirements in terms of data management and data cleansing.

### **Project Intern**

Young Minds Technology Solutions Pvt. Ltd.

October 2022 – March 2023 (4 months)

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### **EDUCATION**

Bachelor's Degree in Computer Applications – Grade: 80%

Sri Venkateswara University, Tirupati

February 2020 – February 2023

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### **TECHNICAL SKILLS**

- **Excel & Advanced Excel:** VLOOKUP, HLOOKUP, INDEX & MATCH, Pivot Tables, Data Validation, Conditional Formatting, Advanced Filters, Dashboards
  - **SQL:** CRUD, aggregation, and filtering
  - **Python:** Pandas, basic automation scripts and data cleaning
  - **VS Code:** Code development and debugging in Python
  - **Other Tools:** Outlook, Windows Command Line, and familiarity with task automation tools
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### **CERTIFICATIONS**

- **MS Office & Advanced Excel – *Data Pro***
- **Data Analytics Consulting Virtual Internship – *KPMG***
- **Data Analysis with Python – *freeCodeCamp.org***