

LEENA BHATIA

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[Portfolio](#)

Summary

Business and Data Analyst with 1+ year of experience supporting operational and business teams through reporting, KPI dashboards, ad-hoc analysis, and automated MIS reporting. Strong expertise in SQL, Excel, Power BI, and Python, with hands-on experience in data validation, reconciliation, root-cause analysis, and process automation.

Technical Skills

Programming: Python (pandas, NumPy), SQL

Visualization Tools: Power BI (Power Query, DAX), Tableau, Advanced Excel (Pivot Tables, XLOOKUP)

Databases & Tools: MySQL, SQL Server, GitHub, AWS, Linux

ETL & Data Handling: Data Extraction, Cleaning, Transformation, Validation, Reconciliation

Experience

Soul AI

January 2025 – Present

Data Analyst (Freelancer)

Remote

- Built automated ETL workflows using Python and SQL to extract, clean, and transform multi-source datasets supporting recurring KPI and SLA reporting, reducing manual effort by 30%.
- Implemented data validation, reconciliation, and anomaly detection checks to ensure 99% reporting accuracy for business and operations teams.

TaskLance

July 2024 – October 2025

Data Analyst

Mumbai, Maharashtra

- Maintained daily, weekly, and monthly MIS reports for revenue, product, and operational KPIs to support business and Ops decision-making.
- Cleaned, standardized, and validated 5,000+ unstructured product and transaction records to enable accurate reporting and insights.
- Built interactive Power BI dashboards for sales trends, product performance, and operational metrics, improving visibility and decision-making.

SigoSoft - Way to Innovation

April 2024 – June 2024

Front End Developer Intern

Remote

- Developed a ReactJS-based healthcare scheduling system integrated with MySQL, managing appointment data for 100+ patients.

Projects

Weekly Business Review (WBR) - HR MIS Dashboard | *Power BI, SQL, Excel, DAX*

- Cleaned, standardized, and validated employee data using Power Query to create a reliable reporting dataset.
- Designed and owned an end-to-end WBR-style MIS dashboard tracking workforce KPIs including Headcount, Attrition, Average Salary, and Trends.
- Cleaned, validated, and standardized employee datasets using Power Query to ensure data accuracy.
- Enabled leadership teams to monitor operational metrics through interactive drill-downs and filters.

Credit Card Customer & Transaction Analytics | *Power BI, SQL, Excel*

- Built a centralized MIS dashboard to track total spend, transaction volume, average order value, and customer segmentation KPIs.
- Performed reconciliation checks between customer master and transaction data to eliminate reporting discrepancies.
- Supported ad-hoc analysis by enabling slice-and-dice views across time period, category, and customer type.

Retail Orders Analytics & Reporting Pipeline | *Python, SQL*

- Built an end-to-end data pipeline using Python and SQL to clean, validate, and load retail order data, and performed ad-hoc SQL analysis to identify top products, regional performance, and YoY sales growth trends.

Education

Thadomal Shahani Engineering College, Mumbai

May 2020 – June 2024

Bachelor of Engineering in Computer Engineering

CGPA: 8.86/10.0

- * Relevant Coursework: Data Structures and Algorithms, Machine Learning, Big Data, OOP, Operating Systems, Computer Networks, DBMS

Certifications

- Microsoft Power BI Data Analyst Professional Certificate
- SQL (HackerRank)
- Python (Udemy)