

MIS Executive | Data Analyst | Excel & Power Query Specialist | Finance Domain Expert

Aspiring Data Analyst with 4+ years of experience in financial reporting, tax compliance, and process automation. Skilled in Advanced Excel, Power Query, and dashboarding, with hands-on expertise in ERP systems like SAP and Oracle. Recognized for delivering high-impact solutions with measurable efficiency gains. Seeking to contribute my analytical, reporting, and automation skills in a data-driven environment.

TECHNICAL SKILLS

- **Data Analysis:** Advanced Excel (Pivot Tables, Charts, Power Query), SQL (DDL, DML, Joins), Power BI (ETL, Reports, Dashboards)
- **Financial Reporting:** Balance Sheet Prep, Variance Analysis, Tax Documentation
- **Technical Proficiency:** ERP Systems (SAP, Lawson, Oracle)
- **Collaboration:** Cross-Functional Communication, Issue Resolution

PROJECT EXPERIENCE

Business 360 – [Power BI | SQL | Excel] - [LinkedIn](#) | [Github](#)

- Simplified Atliq's data accessibility by transitioning from Excel to Power BI, reducing report generation time by 6 hours per week and improving overall data accuracy.
- Developed an interactive Power BI dashboard, incorporating data from Excel/CSV and SQL databases, which enhanced decision-making speed across five departments by 15%.
- Optimized performance with DAX Studio, achieving a 5% boost.
- Empowered data-driven decisions, resulting in a projected 10% increase in revenue and a 20% reduction in expenses.

Sales Analysis – [Excel | Data modelling | Power Query | DAX] - [LinkedIn](#) | [Github](#)

- Spearheaded the development of an interactive sales dashboard analyzing four years of transactional data from six tables, which identified trends contributing to 75% of overall profit without reliance on external resources.
- Designed this interactive dashboard by integrating PowerQuery with DAX models that enhanced team decision-making capabilities while slashing manual report generation efforts by 40%, enabling more efficient resource allocation across departments.

P&L Report – [Excel | Pivot Table | Power Query] - [LinkedIn](#) | [Github](#)

- Delivered an indepth 3-year P&L report for Atliq Hardwares using Pivot Tables, Power Query and DAX in Excel that provided stakeholders with clear visibility into key financial metrics that informed strategic budgetary decisions company-wide.
- Optimized data cleaning through Power Query and implemented DAX calculations, improving report accuracy by 30% and enabling more detailed financial insights.

WORK EXPERIENCE

Accenture Operations

RECORD TO REPORT ASSOCIATE

Sept '22 – Present

- Managed withholding tax and personal income tax calculations for countries like India and Iraq, analyzing 1,500+ invoices monthly with 15% improved accuracy.
 - Reconciled intercompany accounts and cleaned up aged balance sheet items, ensuring 100% accuracy in month-end/year-end closings.
 - Automated monthly working files using Power Query, reducing preparation time and manual effort.
 - Identified and resolved 10+ process inefficiencies, creating an Excel Dashboard that enhanced operational efficiency by 25%.
 - Prepared monthly balance sheet notes, contributing to streamlined management reporting.
- Achievements:* Extra Mile Champ Award for fiscal year 2023 (within 6 months of joining)

Neeyamo Enterprise Solutions, Chennai

EXECUTIVE – FINANCE

Mar '22 – Sep '22

- Processed invoicing and financial data for 50+ clients, handling over 600 invoices worth \$1M+ monthly.
- Automated invoice generation and distribution, reducing processing time by 20%.
- Resolved client billing issues and ensured accurate month-end reconciliations, reducing receivable days and improving cash flow.
- Developed a Variance Report Dashboard, enhancing financial oversight and accuracy.

Blackbuck Privte Ltd, Bengaluru

MIS ANALYST

Oct '18 - Feb '19

- Enhanced credit risk assessment by integrating data analytics; decreased overdue invoices by 20% and improved the Accounts Receivable (AR) days by 15%
- Analyzed cross-functional business data to deliver actionable insights for senior management.
- Oversaw monthly collection activities, achieving a 10% improvement in collection targets.
- Built variance monitoring metrics that reduced credit failure rates by 7%.

City Union bank Pvt. Ltd.,

SENIOR ASSOCIATE

Oct '17 - Oct '18

- Managed 70+ branch transactions daily, including account openings, KYC, claim settlements, cheque clearing, payment processing, AML monitoring, and loan application assessments.
- Provided personalized service to 50+HNI clients and educated new clients on account services.
- Trained 5+ tellers and junior clerks on banking systems and procedures.

EDUCATION

POST GRADUATE DIPLOMA IN MANAGEMENT – 76%

Sep '15 - Jun '17

THIAGARAJAR SCHOOL OF MANAGEMENT, MADURAI

BACHELOR OF ENGINEERING – EEE – 85%

Sep '11 - Jun '15

KLN COLLEGE OF ENGINEERING, MADURAI