MALVIKA MALL
Data Analyst

My Contact

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Hard Skill

- SQL
- Python (Libraries like Pandas, Numpy, Matplotlib, Seaborn, Scikit Learn)
- Tableau
- Microsoft Power BI
- Excel
- Data Visualization
- Data Mining
- Machine Learning

Soft Skill

- Problem-Solving
- Attention to Detail
- Time Management
- Adaptability
- Teamwork

Education Background

- **CareerFoundry**
  Certificate in Data Analytics
  Completed in July, 2023

- **Bachelors of Law**
  Completed in 2015

- **Professional Certificate of Company Secretary**
  Completed in 2012

Certifications

- **Microsoft Power BI Desktop for Business Intelligence | Udemy**
  Certificate issued in March, 2023

- **Complete SQL and Databases Bootcamp | Udemy**
  Certificate issued in February, 2023

- **Complete Python Development 2022 | Udemy**
  Certificate issued in September, 2022

About Me

Data Analyst with legal and compliance background, expertise in delivering research-driven solutions that mitigate business risks and ensure regulatory compliance. Team Player with problem-solving and communication skills, coupled with extensive project management experience. Proficient in SQL, Python, and Tableau, utilizing data-driven insights to drive strategic decision-making while upholding data privacy and compliance standards.

Projects

Rockbuster Stealth LLC | Market Analysis for Movie Rental Comapny

- Used PostgreSQL for querying, cleaned & summarize, filter and order data using the WHERE and HAVING clauses.
- Used SQL Joins to extract information from multiple tables.
- Transformed subqueries into common table expressions and SQL results were used for visualizations & deriving insights with Tableau.

Instacart | Customer Behavior Analysis of Online Grocery Basket

- Conducted data wrangling and subsetting and data consistency checks using Python.
- Merged, analyzed, and added new columns with conditional logic, functions, loc, and for-loops.
- Generated summary statistics and visualizations using groupby and Python

Work Experience

Samsung SDS India Private Limited | Assistant Manager-Legal (Dec' 2019 - Nov' 2020)

- Contract drafting, negotiation, and management, mitigating risks, ensuring timely billing, providing litigation guidance, and maintaining contract database.
- Automated Contract Request generation System to make the process easier for business & marketing team which resulted in streamlined workflow and saved significant time and effort plus it helped avoiding key contents for contract drafting.

Busybees Logistics Services Private Limited | Assistant Manager-Legal (Dec' 2018 - Apr' 2020)

- Automated Draft for Delivery Service Agreement to save team's time and increase productivity of department by 45% as daily chunk of these agreements were around 25 per day.

Accord Mediplus Private Limited | Company Secretary (Sep' 2017 - Dec' 2018)

- Controlling documents, statutory registers and returns as per Companies Act and ensuring Corporate Governance.
- Providing legal advice to stakeholders in navigating complex legal issues and mitigating potential risks .

Jaypee Healthcare Limited | Company Secretary & AM Legal (May' 2015 - Jun' 2017)

- Developed departmental compliance calendar to ensure compliance with applicable laws of Healthcare establishment.
- Reviewed Hospital Consent forms in line with applicable laws to protect patient rights, enhance trust, and minimizes legal risks.