MANJIT LUHERA

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Contact Number - +91-7027617576 | **D.O.B :** 11/02/1998

Skills

Languages: SQL, Python, DAX, App Script, HTML, CSS
Visualization Tools: Power BI, Looker Studio, Excel Charts
Database: MySQL, Big Query
Tools: Visual Studio Code (VS Code), PyCharm, Power Query, Github, Jira , Chat GPT
Certificates: SQL for Data Analysis, Microsoft Power BI for Business Intelligence, Python Programming, Google Sheets – The Comprehensive Master Class Front-end Web Development Traning
Soft Skills: Communication, Critical thinking, problem-solving, Attention to details, time management, Team Work, curiosity, adaptability, presentation
Other: Advance Excel, Google Sheets, Business Analysis, Data Analysis, Data Modeling, Finance Analysis, Vendor Management, Front-end Development

Experience

Noon.com **July 2021 - Present**
Analyst (Finance & Commercial) Gurgaon, India

- Built an automated payment tracker that effectively tracked all **daily ASN postings** and provided the finance team with **timely payment release**
- Developed user-friendly dashboards using **Power BI** to track both **commercial and non-commercial payments**, providing valuable **visibility** for decision-making.
- Oversee the validation and approval of **commercial and non-commercial payments**, ensuring vendors receive accurate payments in a timely manner. Facilitated timely and error-free payments to vendors, strengthening operational efficiency and fostering **positive vendor relationships**.
- Streamlined vendor communication by **automating** the monthly **email process** for vendors to provide them with their **SOA**
- Coordinated with the in-stock team to **create purchase orders (POs)** for inventory replenishment and ensured timely creation of POs to maintain optimal inventory levels
- Coordinated with vendors to ensure accurate and timely delivery of products through **ASN communication**
- Monitored the Goods Received Note **(GRN)** process to identify any issues or discrepancies and closely worked with the **warehouse** team to resolve any GRN issues and ensure accurate **inventory records**

Public Health Engineering Department (P.W.D), Haryana **11th Oct 2019- 30th June 2021**
Associate Tauru, Haryana

- Maintained Daily government survey data
- Prepared daily **reports** on survey data and project information
- Coordinated with government contractors and **negotiated** contract terms and **agreements**
- Ensured timely payment processing for **government** contractors
- Applied appropriate **tax** rates as per requirement

Projects

Commercial Vendor Payment Tracker: Interactive Power BI Dashboard | *SQL, Power BI, Data Modeling, Data Cleaning, Google Sheets* **June 2023**

- Utilized SQL, Excel, and Google Sheets for comprehensive data processing and analysis, successfully deploying an interactive **Power BI** dashboard for the finance and commercial teams to enhance **vendor payment visibility**.
- Increased the percentage of vendors receiving timely payments by 70%, fostering improved relationships with vendors.
- Employed advanced Excel functions **(XLOOKUP, PivotTables)** for in-depth analysis and report creation, significantly reducing manual work hours and increasing workflow efficiency.
- Integrated data from multiple sources to provide a holistic **view** of vendor payments, ensuring accuracy and reliability in the data presented.
- Enabled dynamic and interactive features in the Power BI dashboard, allowing stakeholders to easily explore and analyze key **financial** and commercial metrics.

Education

IEC University **2016 - 2019**
Bachelors of Computer Application (BCA)