**Prakash Avaji (Data Analysis)**

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Mobile: +91 8805445607

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| **Synopsis** |

* A dynamic professional with Total 13 Years of experience in Power BI, SQL Server, VBA, Advance Excel.(2 Years in POWER BI / SQL SERVER)
* Worked on Customer Data Management with the help of various client provided tools & internal management
* Understand the Business Logic of the client projects from business perspective & maintain daily audit, QA and Data Analysis
* Business reporting using Power BI & Excel tools, preparing presentations for Quarterly Business Review, Weekly Deck
* An effective communicator with excellent organisational & interpersonal skills. Strong analytical, problem solving abilities.
* Turnaround specialist with proven abilities in setting up processes from inception and converting them to high revenue generating business models, with focus on customer satisfaction, quality delivery and cost management.
* I thrive in fast-paced teams where collaboration and constant learning are paramount to success. Extensive experience in setting up Data Management Processes, Building Strategies, Productivity improvement initiatives, Reporting, Transition and Client Engagement.

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| **Professional Experience : Total 3 + Years** |

**Company: -** Capita India Pvt. Ltd. (March 2016 – Present)

**Department: -** Programme Analysis

**Designation: -** SeniorProgramme Analysis

**Location: -** Pune

* Complete reporting of all the team members and projects and submit it to the higher management on regular basis.
* Constantly provide solutions that meet business objectives.
* Working on Power BI Dashboard for complete QA of the projects assigned to the team and subsequently integrate with SQL.
* Examine if there are any flaws or discrepancy in any in-house process and inform to the Team Leader for better performance and effective results.
* Worked on all kind of in-house processes with maximum efficiency and powerful result.
* Using Data Visualization tools (Power BI, Excel ) to Build Customize reports as per Clients Requirements. Power BI / Excel reporting for clients & higher management to understand business status & progress for defining Key result areas, Data quality & Data governance as business rules.
* Using Power BI to build dashboards to manage clients data, Creating Employee performance Reports, Managing Quality of Data and keeping track of Projects.
* Creating Reports Using VBA/Excel for better Data Insights.
* Applying logical rules to maintain database in systematic format.
* Projects Summary – VBA (Visual Basic For Applications)
* 🏵 Created VBA base calculation sheet,
* 🏵 Checklist for Quality checking,
* 🏵 Process Manual kit, People data
* 🏵 Made invoice form using excel & VBA for Onshore people.
* 🏵 Auto calculation using Loop, Worksheet, Transpose & Array.
* 🏵 Apply V-lookup to find the correct code of underwriter (Insurance Company).
* EXCEL
* 🏵 Create Data Table
* 🏵 Pivot
* 🏵 SubTotal
* 🏵 Condition Formatting & Protect sheet
* 🏵 Formulas
* a) Sum, Average & Max
* b) If, Countif & Sumif
* c) Vlookup / Hlookup (Validation)
* d) Count / CountA
* 🏵 Duplicate Entry & Text to columns
* 🏵 Evaluation Tracker
* 🏵 Attendance Tracker
* 🏵 Leakage Tracker

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| **Professional Experience : Total 3 + Years** |

* **Company: -** Capita India Pvt. Ltd. (May 213 to March 2016 )
* **Department: -** RMP (Risk Management Practice)
* **Designation: -** SeniorInsurance Executive
* **Location: -** Pune
* Maintained high degree of customer relationship with Onshore Clients.
* Ensuring service targets are met consistently for the team.
* Working for Marsh Broking under RMP (Risk Management Portal) UK team for wholesale & Retail businesses. Creating Invoices for Global clients and their syndicates with different LOB (Line of Business), the invoices are generated for (Renewal Premiums, Mid- Term Premiums, Return Premiums & Policy Cancellations and Amendments).
* Quality check in absence of process leader
* Conducting daily team meeting and update session
* Creating daily target planning for team
* Conducting weekly TP (Tele Presence ) call with client

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| **Professional Experience : Total 3 + Years** |

**Company: -** Capita India Pvt. Ltd. (Jan 2010 – May 2013)

**Department: -** Marsh (Policy)

**Designation: -** Senior Insurance Executive

**Location: -** Pune

* Responsible for Data Extraction, Data Cleansing, Company Profiling.
* Creating policy schedule, policy wording & Endorsements for onshore counter parts for their syndicates using template on WIS (word integrated system) application.

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| **Professional Experience : Total 3 + Years** |

**Company: -** Capita India Pvt. Ltd. (Nov 2006 – Dec 2009)

**Department: -** Marsh (Index & Filing)

**Designation: -** Insurance Executive

**Location: -** Pune

* Responsible for process handling
* As per client requirement we used to index the PDF document (slip & Endorsement ) & file into their respective team account, according to policy number on MDMS application

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| **Rewards and Recognitions** |

* Best team award - Met SLA’s with 100% Quality.
* Received Recognition for process knowledge.(Lead Match - Implementation and Execution)

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| **Educational Background** |

2011 – BA- 45%

2004 – HSC- 44%

2001 – SSC – 42%

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| **Key Competencies** | |
| Technical | Non-Technical |
| * Power BI * SQL Server * MS Excel * VBA | * Competitor Intelligence * Business & Secondary research * Business Intelligence * Negotiation Skill * Project Management * Strategic Thinking * Client Management * Industry Profiling * Team Management * Agile Methodology. |

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| **Personal Vitae** |

**Date of Birth :** 28th December 1983

**Father’s Name :** Mr. Prakash Avaji

**Current Location :** Yerawada, Pune

**Languages known :** English, Hindi, Marathi