

Mohit Chaturvedi

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PROFESSIONAL SUMMARY

Team Lead with 7+ Years of Experience | Dashboard Creation and Reporting in Operations Workflow Analysis and Client Incoming Data Analysis | Process Automation (RPA) | Collaborated with multiple departments, including Client Servicing, Operations, MIS, and Automation.

EDUCATION

Rajkumar Goel Institute of Technology

Ghaziabad, India

B Tech in Electronics and Communication Engineering

2013 – 2017

SKILLS

Technical: Excel, SQL, Python, ETL, Data Visualization, Automation(RPA),Data Cleaning

Tools: Tableau, Power BI, Excel, VS Code, MS SQL Server, Automation Anywhere

EXPERIENCE

AuthBridge Research Services

Gurgaon, India

Senior Associate - Automation

2022 – Present

- Developed interactive Power BI and Excel dashboards, enabling actionable insights for key business decisions.
- Designed client-specific and user workflow analyses to optimize operational efficiency.
- Analyzed client incoming trends for major clients (Wipro, Accenture, Infosys) and prepared reports for managers to optimize case inflow and operational efficiency.
- Developed, tested, and monitored RPA bots, reducing manual processing by **90%** and processing time by **30%**.
- Led a team of **10+ members** and coordinated across multiple departments within the organization.
- Managed the Automation Enablement Team across multiple office branches (Gurgaon and Bangalore).

Associate

2018 - 2021

- Extracted, cleaned, and transformed data (ETL) to support automation projects.
- Worked in Operations, and MIS Teams with Excel-based data uploads for background verification tasks.
- Worked in the Client Servicing department to understand client requirements and execute processes efficiently as part of the team.

PROJECTS

Operational & Client-Level Performance Analysis (AuthBridge – Internal Project)

Jan 2023 - Present

- Analyzed operational workflows and client-level trends by extracting data from Internal Portal and Client Portals to identify efficiency gaps.
- Utilized **Python (Pandas) SQL, and Excel for ETL and EDA** to measure user and case level processing time, **TAT**, and package-wise performance.
- Improved process efficiency, reduced turnaround time, and delivered actionable insights for management to enhance productivity and service quality.

Bank Loan Analysis (Individual / Personal Project)

- Analyzed loan application data to identify key factors influencing approval decisions, including applicant income, credit history, and loan amount.
- Performed **data cleaning, transformation**, and exploratory data analysis (**EDA**) using **Python (Pandas, Matplotlib and Seaborn)** and visualized insights in **Power BI**.
- Built an interactive **dashboard** highlighting approval trends and risk segments, enabling data-driven decisions for financial planning.

Blinkit Sales Analysis (Individual / Personal Project)

- Analyzed Blinkit's sales and **market trends** to identify top-performing and underperforming outlets across regions.
- Performed ETL and exploratory data analysis (EDA) using **Python** and **SQL** to uncover category-wise performance and revenue drivers.
- Developed interactive dashboards in **Power BI** and **Tableau** to visualize **KPIs** and support data-driven business decisions.

CERTIFICATIONS

- Udemy -Complete Data Science Course
- SkillCourse Power Bi Certificate

Interests and Learning

- **Reading** : Books on technology, strategy, and personal development
- **Global Affairs**: Following geopolitical updates and trends
- **Data & AI**: Continuously learning Machine Learning (ML), Artificial Intelligence (AI), and related tools