**Mohit Chaturvedi**

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**PROFILE**

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,

**EXPERIENCE**

AuthBridge Research Services *Gurgaon, India*

**Senior Associate** 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%**.
* Show qualities like problem solving, collaboration, planning, agile, productivity and communication (Max 5-7 points)
* 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**

**Proj\_NameA** start\_dt – end\_dt

* What and how you solved.
* Tools/methods/frameworks used
* Result/Impact… (Max 3 points)

[**Music Store Database Analysis**](https://github.com/rishabhnmishra/SQL_Music_Store_Analysis) 04/24 – 05/24

* Analyzed customer behavior and revenue trends using complex SQL queries to optimize sales and marketing.
* Provided actionable insights on product performance to drive business decisions. (Max 3 points)

**CERTIFICATIONS**

*(optional – can combine with above Skills section)*

* Google Data Analytics Specialization – Jan’24 *(*[*link*](https://coursera.org/verify/professional-cert/4ZKM7A6KZPVG)*)*
* Applied Data Science with Python Specialization by University of Michigan – Nov’24 *(*[*link*](https://coursera.org/verify/specialization/SJVBLER8HBXJ)*)*

**ACHIEVEMENTS**

* Established a 2500+ member community – [GitHub](https://github.com/rishabhnmishra)
* ‘ABC Awrad’ for abc outstanding task using abc, achieving 50% reduction in manual work – company/org
* Runner-up in xyz\_ coding competition among 2000+ participants – xyz\_ (Max 3 points)