

# Navaneeth Prem

Junior Data Analyst | SQL, Excel, Power BI, Python

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## **Profile Summary**

Analyzed, cleaned, and transformed data using Excel, SQL, Python, and Power BI to generate actionable insights and support business decisions. Earned the Google Data Analytics Certificate and applied analytical techniques to interpret complex datasets. Built interactive dashboards, validated data accuracy, and delivered reports that enabled informed, data-driven decision-making. Seeking a Data Analyst role to apply analytical and visualization skills in a data-driven environment.

## **Core Skills**

### **Technical & Analytics Skills:**

MS Excel (Advanced, Pivot Tables, Slicers, Formulas) | SQL (Data extraction, Joins, Filtering, Aggregations) | Python (Pandas, Matplotlib) | Power BI | Tableau (Basic) | Google Sheets | MS PowerPoint | SharePoint (Basic) | MS Access (Basic) | Version Control: Git, GitHub

### **Data & Process Skills:**

Data Cleaning | Data Validation | Data Review | Exploratory Data Analysis (EDA) | Dashboard Development | Data Visualization | Structured Reporting | Documentation & Quality Checks

### **Additional Skills:**

Basic Excel Automation | Template Creation | Basic Web Research | AI-Assisted Research (Beginner)

### **Soft Skills:**

Attention to Detail | Analytical Thinking | Problem Solving | Clear Communication | Team Collaboration | Time Management | Adaptability | Fast Learner | Accuracy-Focused Work Style

## **Professional Experience**

**MedTourEasy** | Data Analyst Trainee | 1 Month | Remote

- Supported data cleaning, validation, and basic analysis for the Predict Blood Donations project while meeting the assigned timeline.

**Williams Lea** | Document Production Associate | Jan 2024 – Dec 2024 | Kochi, Kerala

- Reviewed, cleaned, and formatted business data to ensure accuracy, completeness, and adherence to defined guidelines
- Created Excel-based reports, dashboards, and PowerPoint presentations for internal stakeholders
- Delivered 1,000+ high-quality datasets with consistent accuracy above 95% through careful proofreading and quality checks
- Managed multiple tasks and deadlines while maintaining confidentiality and process compliance

## **Projects**

### **HR Dashboard – (Excel, Pivot Tables)**

- Cleaned and validated HR data and created an interactive Excel dashboard using Pivot Tables and formulas to support structured reporting.

### **Sales Analysis – Exploratory Data Analysis (Python, Pandas, Matplotlib)**

- Performed data cleaning, transformation, and exploratory analysis using Python (Pandas) and generated insights from structured datasets.

### **Sales Dashboard – Excel & Power BI**

- Prepared and cleaned sales data and built dashboards with KPIs and slicers in Excel and Power BI for performance reporting.

## **Education**

Bachelor Of Computer Applications | Calicut University | 2023 | CGPA: 6.0

## **Certifications**

- Google Data Analytics Certificate – Google / Coursera (2025)
- Introduction to Data Analysis Using Microsoft Excel – Coursera (2025)

- Data Analysis with Python – Cognitive Class (2025)