



Naveen Kumar S
Senior Data Analyst (Reporting, Automation and Analytics)
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www.linkedin.com/in/naveensdatanalyst

TECH SKILLS

Advanced Excel,
VBA, SQL,
Power Query,
Data Modelling,
DAX Functions,
Power BI,
Visualization,
Teradata,
Python,
MS Access,
Snowflake,
Data Warehousing,
Data Mining.

Education

MBA
Jain University
Business Intelligence
and Analytics

B.com
Kuvempu University

Diploma
SVKP Polytechnic
E&C

S.S.L.C
Narendra High School

Professional Summary

- 8+ years of experience in **data analytics, reporting automation, and business intelligence** across Banking, Insurance, and Healthcare domains.
- Specialized in designing end-to-end reporting solutions **using Power BI, SQL, Excel, VBA, Python, and Power Query.**
- **Automating manual processes** using Excel VBA and Python, reducing reporting efforts
- **Built dynamic dashboards for executive leadership**, integrating KPIs, attrition trends, and performance metrics.
- Expertise in writing **complex SQL queries, including CTEs, joins, stored procedures, and views** for data transformation and analysis.
- Collaborated with HR, Finance, and Operations to **deliver actionable insights and decision-support tools.**
- Implemented data validation and **governance frameworks** to ensure reporting accuracy and compliance.
- **Strong ability to translate business requirements** into scalable analytics and automation solutions.
- **Passionate about continuous learning and upskilling** in emerging data technologies and tools.

Certification

- **Microsoft Office Specialist Excel Expert**
- **PL-300 Power BI Microsoft**

Soft Skills

Analytical Thinking,
Problem-Solving,
Attention to Detail,
Communication Skills,
Business Acumen,
Stakeholder
Management,
Adaptability,
Leadership &
Mentorship,
Collaboration &
Teamwork.

Languages Known

- Kannada
- English

Other Activities

- Listing Music
- Writing Poems
- Travelling
- Swimming

Professional Experience

July 2023 to Present
**Senior Data Analyst (Reporting, Automation and Data Analytics),
Commonwealth Bank Australia**

- Lead the development of automated dashboards and recurring reports (weekly, monthly, annual) **using Power BI, Advanced Excel, Power Query, SQL, and Python to support strategic and operational decision-making.**
- **Handle and transform large-scale workforce and financial datasets** with Teradata SQL, Python, and Excel, **ensuring high data integrity through systematic data cleaning, validation processes, and automation.**
- **Develop Python-based scripts to automate data processing, reduce manual effort, and enhance reporting workflows,** integrating Python with tools like Power BI and SQL for a seamless data pipeline.
- **Deliver timely ad hoc reports** and deep-dive analyses for HR, Finance, and Operations teams, converting complex data into clear, actionable insights using Python for data manipulation and analysis.
- **Build automated workflows using Excel VBA, Python, and reusable templates** to minimize manual effort and enhance reporting consistency across teams.
- **Collaborate with business stakeholders to gather reporting requirements,** design analytical prototypes, and implement scalable data solutions.
- **Support neighbouring teams** by sharing automation utilities, SQL scripts, Python scripts, and report templates, **enabling self-service analytics and reducing operational bottlenecks.**
- **Mentor junior analysts** on tools like Power BI, Excel, SQL, and Python, **promoting reporting best practices and automation maturity.**
- **Currently building foundational skills in Snowflake and Azure** to align with **evolving cloud-based analytics** demands and prepare for future migration initiatives.

Recognition & Achievements:

- Featured in the **internal company newsletter**, along with the TMO team, for **delivering high-impact dashboard changes under tight timelines**—presented to and appreciated by senior leadership.
- Received recognition and a reward for proactively adopting a new idea and successfully delivering an enhanced reporting solution **that streamlined business decision-making.**
- Regularly acknowledged by stakeholders and leadership for timely delivery of reports, automation utilities, **and self-service analytics tools that reduced manual effort and turnaround time.**

Jan 2022 to May 2023
ASSISTANT MANAGER (Automation and Data Analytics),
GENPACT INDIA

Led automation and data analytics initiatives by understanding business requirements, enhancing workflows, and streamlining reporting systems using Advanced Excel, SQL, VBA, and Power Query. Published key metrics and dashboards to enable proactive operational management, supported strategic initiatives with high-level executive summaries, and delivered automated MIS solutions to drive business insights. Actively engaged in business discussions, collaborated with cross-functional teams for requirement gathering and implementation, and mentored team members in both process and technical excellence to build self-sufficient reporting teams.

SEP 2019 to DEC 2021
Team Leader (Data Analytics), MEDIASSIST INDIA PVT.LTD

Understanding the business requirements, creating, modifying and enhancing workflows for the business process model for the given requirement,
Management of entire PAN India Data of the business use and allaying the data preparing in the insights over it and helping the management to take a decision over it
preparing automations to reduces the workload of co-workers and improve the accuracy of the reports
writing complex queries and logics to fetch the data from SQL to provide immediate support over analysis for better decisions
Budling the interactive dashboards to track the team’s performance to motivate them showing their better contributions in the work their performance and guiding them to improve in certain Ares where there is a lag from them, add on to this supporting neighboring teams by providing data and reports and giving trainings on technical tools

JUL 2018 to JUN 2019
BUSINESS ANALYST, IKYA HUMAN CAPITAL SOLUTIONS

Gathering Requirements from the clients and Documenting (BRS) resulting in Information documented as per the clients need and taking approval Creating Functional Requirement Specifications(FRS) resulting in understandable of project need to the technical team Creating Mock ups to show the demo visualization of application Construct workflow charts use case diagrams using MS PowerPoint and MS VISIO Managing PAN India Data to Track, Extract and Analyze the team performance and taking entitative and train the co-worker in technical tools to reduce dependency on individuals.

NOV 2014 to AUG 2017
SENIOR PROCESS ASSOCIATE, HINDUJA GLOBAL SOLUTIONS

Handling US Health care Claims Data Management Fetching Data From site using Advance Excel Functions and Basic SQL Queries Extracting ,Analyzing and processing data using ,MS- Access, Excel resulting in proper data management Preparing Reports (daily, weekly, monthly) using Advance Excel functions such as (V lookup, H Lookup, Formulas, Pivot Tables) resulting in presenting performance of team work Auditing reports resulting in maintaining team quality Creating Dashboards and presentations using Excel charts and Power BI Tools Creating VBA macros for automation for reducing manual/repetitive work.