Data Analyst/ Business Analyst

OM R. MIRCHANDANI

CERTIFIED IN GOOGLE ANALYTICS.

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https://opmcvs.github.io/Om-sPortfolio.github.io/

Skills

- MySQL
- Python (Pandas, MatPlotLib)
- CRM Management
- Social Media Marketing
- Graphic Design (Canva)
- GIT/GITHUB

- Excel (VLookup, Conditional Formatting, Pivot Tables)
- Microsoft Power BI
- Web Scrapping
- Excel
- SEO Optimization

Projects

PROJECT HR DATA – Personal Project

- The SQL script operates within the `projecthr` database.
- It creates views such as `HEALTHIEST` and `SEASONSANDBMI` for analyzing employee absenteeism data.
- The script employs JOIN operations, CASE statements, and filters to extract information on:
- The healthiest individuals
- Non-smokers
- Categorizes data by BMI and seasons
- The extracted data is intended for potential use in Power BI or similar visualization tools.

PROJECT DATA COVID – Personal Project

- Overview:
- The SQL script analyzes COVID-19 data from two tables: `covidvaccinationscsv` and `coviddeathscsv` in the `project1` database.
- It computes various metrics such as:
- Death percentage
- Percentage of population infected
- Vaccination statistics
- Additionally, the script creates views for later visualization and analysis.

PROJECT REAL ESTATE DATA CLEANING – Personal Project

- Enhances data quality in `projectdatac` database
- Standardizes sale dates
- Handles null addresses
- Breaks down addresses into separate components
- Identifies and resolves duplicate records
- Creates a view table, removing redundant columns
- Improves data consistency, accuracy, and completeness
- Ensures reliable and standardized information for analysis and decision-making

Work Experience

ESL Teacher -Rarejob Inc.   Nov 2020 to Present

- Teach and students of all ages in Japan.
- Evaluate each student after the class and give feedbacks and reports.
- Guide the student to do their best. .

Virtual Assistant –THE VIRTUAL HUB (TVH)   December 2021 - March 2022

- Manage and edit the WordPress website of the company.

- Migrated the website and managed the domain of the client.
- Manage and maintain the CRM of the company .
- Created blogs and posted them on the website linked to the CRM.
- Social Media Marketing/SEO optimization
- Use a graphic design tool ('Canva') to create flyers and blogs.
- CRM – KvCore , Boomtown

Food Cart Owner- Self Employed -   May 2016 to September 2020

- Supervising, counselling and disciplining the staff.
- Supervising the floor during peak periods to ensure quality of service.
- Ensure the high quality of service and food delivered to our clients
- Observe performance and encourage improvement where necessary.
- Communicate effectively, both verbally and in writing, to provide clear direction to the staff.
- Make daily reports pertaining to sales expenses and other concerns.

Distribution Center Manager -Ramesh Trading Corp   February 2008 to February 2016

- Successfully achieved overall rating of 98% on all inventory inspections.
- Commended by my direct supervisor Sr. Logistics Manager for creating an efficient way of preparing goods for delivery export and import through my 15 permanent team members and occasional workers.
- Ensured All OSHA safety standards were met pertaining to personnel safety standards, workplace housekeeping and security of the work environment was maintained.
- Supervise the dispatching of delivery trucks.
- Forecasting and replenishment preparation.
- Managed my 2 staff and work on the maintenance and repair of desktop devices on the office.
- Negotiated and approved devices needed for the Information technology department.
- Preparation of reports through Microsoft word, excel and power point to the top Management.
- Address all concerns of the customers.

Customer Service Representative- Sykes Asia Inc.   August 2006-Feb. 2008

- *Verizon Telecommunications (U.S. based customers)*
- *Key Qualifications and Competencies.*
- *Received incoming calls from US-based customers*
- *First Level technical support*
- *Address Billing issues*
- *Adding and removing telephone numbers*
- *Assist customers to have their other issues resolved.*
- *Upselling.*
- *Chat support*

Education

BACHELOR OF SCIENCE IN COMPUTER SCIENCE – AMA COMPUTER COLLEGE
GEN.SANTOS CITY, PHILIPPINES.