Harshit Bhooriya

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Skills:
- Basic Python Language
- MS Office
- Business Negotiation
- Quick and Continuous Learner
- People Management
- SQL
- Tableau
- ETL
- Data Visualization

Certifications
- Certification in Python
- Certification in Tableau
- Certification in Excel for Data Science
- Certification in SQL
- 4 Star Badges in HackerRank for SQL

Languages Known:
- English
- Hindi

Interests:
- Environmental Conservation
- Watching web series
- Cooking
- Horse Riding

Summary

Results-oriented analytics professional with 3 years of experience in diversified domains with 1.5 years of experience in Data field. Data-driven insights to inform strategic decision-making. Proficient in statistical analysis, data visualization, and interpreting complex datasets. Skilled in using tools such as SQL, Tableau, Excel, Data Visualization, Data Management. Known for delivering actionable recommendations and driving operational improvements. Seeking an opportunity to apply my analytical expertise and contribute to the success of organization.

Academics:

Course & Year of Passing	Institute & University	CGPA/ Percentage
MBA- Finance (2018)	IMM-FOSTIIMA Business School, New Delhi	6.99
B.Com- Taxation (2015)	St. Aloysius College, Jabalpur	54.42%
12th (2012)	Joy Higher Secondary School, Jabalpur	72%
10th (2010)	Joy Senior Secondary School, Jabalpur	74%

Work Experience:

1. Data specialist at Turing.com
June 2022 – Oct 2023

- Leveraged cutting-edge tools and techniques to generate high-quality leads, utilizing data-driven insights to optimize lead-generation campaigns.

- Conducted a thorough requirement analysis for ongoing campaigns, presented them precisely, worked closely with the business to determine its needs, and designed seamless integrations that shortened the time it took to execute and improved operational efficiency.

- Verify the outcome by checking the data quality for errors or inconsistencies, and resolving any fixable incompatibilities. To fill up the gaps in the knowledge, conduct research, and collect data.

- Tracked key business metrics (KPIs) and identified opportunities for improvement through data analysis.

- Implemented efficient methods for data extraction, organization, and utilization to inform decision-making

- Conducted exploratory data analysis to uncover trends and relationships

- Data Cleaning through Python script and Inhouse tools.
- Data Quality check through inhouse tools

2. KPO at GA Digital Web Word attached at MP Power Management Company as Billing Analyst
Sep 2020 – Dec 2021

My responsibilities included:
- Restructured billing procedures, implementing automation tools and streamlining manual processes, resulting in a 50% reduction in billing cycle time.
- Coordinating and collaborating with other departments for cross checking of information.

- Checking taxes according to bill type (TDS, GST, TDS/GST)
- Reviewing invoices to ensure billing accuracy.
- Reconciling invoices with balance sheet reports and resolving any discrepancies.
- Communicating with clients and other departments, resolving issues, and providing clarifications.

3. **Operations Manager at Box8**
   May 2018 – Oct 2018

My responsibilities included:
- Handling daily operations at ground level
- Streamlined manual process and monitoring through excel data which increased efficiency by 30% and decreased time by 20%
- SPOC for catering various arenas of the business
- Vendor Support and Management
- Facilitated standardization of process across the various channel partners
- Overseeing inventory, distribution of goods and facility layout
- Responsible for procurement of stock required for the production
- Coordinating and collaborating with backend team for complex situation

Internships:

- Finance & Accounts Trainee at MP Birla Cables (Jan 2019 – June2019)
- BIRLA SUNLIFE INSURANCE (2 months)- Designation: Management Trainee