Pratik Malaviya

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Dear Hiring Manager,

I am writing to express my interest in the Data Analyst at your company. With a Master's degree in Analytics from Northeastern University and practical experience in data analysis, I am excited about the opportunity to contribute to your team. During my academic journey, I developed a strong foundation in data analysis, statistical modelling, and machine learning. I have honed my skills in Python, R, SQL, and data visualization tools such as Tableau and Power BI.

My coursework and projects have provided me with hands-on experience in collecting, cleaning, and analysing data to derive actionable insights. I have industry experience as a Data Analyst at Continix for over a year, where I collaborated with cross-functional teams to understand their data needs and provided analytical support to drive data-driven decision-making. My responsibilities included creating data visualizations and dashboards to present key insights, managing and maintaining databases, communication with business partners and stakeholders, and generating regular reports and performance metrics for senior management.

I also have experience working as a Data Reporting Analyst at Shivani Sales & Services, where I conducted user training, developed and maintained reporting metrics and dashboards, and implemented data management best practices. In this role, I also verified and confirmed discrepancies with vendor sources, established communication networks across business units, and ensured end-of-day checks and adherence to policies. Additionally, I monitored and resolved setup issues, contributed to cross-training efforts, and provided coverage during staff absences, showcasing my strong teamwork and problem-solving skills. I have also successfully earned the ***Tableau Desktop Specialist*** badge, showcasing my proficiency in creating insightful visualizations and dashboards.

I am confident that my skills in data analysis, statistical modelling, and machine learning, combined with my practical experience, make me a strong candidate for the Data Analyst at your company. I am excited about the opportunity to leverage my expertise to help your organization make informed business decisions.

Thank you for considering my application. I have attached my resume for your review and look forward to the opportunity to discuss how my background, skills, and enthusiasm align with the goals of your team.

Sincerely,
Pratik Malaviya