

Pavan Teja Potluri

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Hyderabad, Telangana.

PROFILE

Quality-oriented professional with 1 year 9 months of experience in analytics industry. Had proven knowledge of business development, client interaction, project management, data analysis, data visualization, competitive intelligence, and feasibility analysis. Aiming to leverage my skills in a highly motivated environment to facilitate mutual growth.

KEY SKILLS & CHARACTERISTICS

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|-------------------|-------------------------------|--------------------------|---------------------------------------|
| · Python/HTML/CSS | · Power BI/Data Visualization | · SQL | · Excel/Word/VBA |
| · UiPath | · Power Automate Desktop | · Leadership & Ownership | · Problem Solving & Analytical Skills |

EXPERIENCE

Accordion (Formerly Merilytics) | Hyderabad March 2023 - Present
Analyst – 2 / Senior Analyst (Delivery Operations)

- Developed a Python script for the internal PMO team to extract and categorize emails from a mailbox receiving sentiment analysis model outputs, reducing manual effort and improving efficiency.
- Created Python API scripts for the PMO team to download ClickUp data at the space level, enabling seamless data retrieval.
- Automated file retrieval from OneDrive to local machines using Python scripts, deployed across 25 machines, leveraging Microsoft Graph API for data extraction.
- Designed and implemented UiPath Attended and Unattended automations, managing workflows hosted on 15 machines via UiPath Orchestrator.
- Developed Excel Macros for the ER team to streamline employee onboarding by automating folder and file creation processes.
- Automated email communication processes with Macros, enabling the attachment of files and sending to designated recipients.
- Built an Excel model and Azure Databricks queries to validate project data, enhancing accuracy and reliability of backend data validation.
- Developed end-to-end automation solutions using Power Automate Desktop, minimizing manual intervention and improving project workflow efficiency.
- Adhered to HIPAA compliance regulations while delivering automation solutions in a healthcare project, ensuring data privacy and security.

EDUCATION

Jun 2017 – Aug 2021: Bachelor of Technology, Electronics and Communication Engineering, St. Ann’s College of Engineering and Technology, Chirala, Andhra Pradesh – **(7.31/10)** GPA

Jun 2015 – Mar 2017: Class XII - MPC, Sri Chaitanya Junior college, Vijayawada, Andhra Pradesh – **93.8%**

May2014 – Mar2015: Class X, Sri Tagore’s High School, Bapatla, Andhra Pradesh– **(9.5/10)** GPA

ACHIEVEMENTS

- Certified in Data Analysis using Python** from Innomatics Research Labs, Hyderabad.
- Achieved **UiPath certification** for successfully completing the course on Attended Automation.
- Earned **HIPAA Compliance Certification**, ensuring expertise in handling sensitive healthcare data securely.
- Completed an **internship at Vizag Steel Plant (RINL)** in the Telecom Department, gaining hands-on industrial experience.
- Attended **workshops on Android App Development and Internet of Things (IoT)** in **2019** to stay updated with emerging technologies.
- Successfully **promoted from Process Executive to Analyst – 2** in March 2024, reflecting career growth and performance excellence.

ACTIVITIES AND INTERESTS

Playing Badminton, Watching Netflix, Self-cooking, Travelling to some timepass spots with friends.

I hereby declare that the details furnished above are correct to the best of my knowledge.