

POOJA BATRA

DATA ANALYST

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SUMMARY

Detail-oriented and analytical Data Analyst with a strong foundation in finance, marketing, and business operations. Proficient in deriving insights from data using Excel, Power BI, and Python. Experienced in creating dashboards, cleaning data, and performing business analysis. Eager to contribute analytical and technical expertise to support data-driven decision-making in a dynamic organization.

TECHNICAL SKILLS

- Data Analysis: Excel (PivotTables, VLOOKUP, Power Query), Python (Pandas, Matplotlib, NumPy)
- Data Visualization: Power BI, Excel Charts
- Databases: SQL (basic querying, joins)
- Other Tools: Google Sheets, Microsoft Office, Jupyter Notebook
- Soft Skills: Analytical Thinking, Time Management, Client Communication

PROJECT

Customer Review Sentiment Analysis – Python

- Data Analysis: Excel (PivotTables, VLOOKUP, Power Query), Python (Pandas, Matplotlib, NumPy)
- Data Visualization: Power BI, Excel Charts
- Databases: SQL (basic querying, joins)
- Other Tools: Google Sheets, Microsoft Office, Jupyter Notebook
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CERTIFICATION

- Certificate in Data Analyst by Unstop
- Certificate in Financial Management
- Certificate in Financial Literacy & Investing 101
- Certificate in Planning & Analysis: Building a Company's Budget
- Certificate in Teaching Methods, Quality & Delivery
- Power BI – Visual Dashboards and Campaign Tracking
- Advanced Excel – Data Analysis and Budgeting
- Python using AI – Automation & Logical Thinking

EDUCATION

Amity University

Master of Computer Applications (MCA)

JAN 2024 -JAN 2026

Amity University

Bachelor of Commerce

JAN 2020 -JAN 2023