# SINDHU KOMMATHOTI

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Linkedin │ Github_Protfolio

## SUMMARY

Detail-oriented and curious professional with real-world experience in handling data, organizing information, and supporting daily operations. Comfortable working with teams, learning new tools, and helping improve how things get done. Known for being dependable, focused, and eager to grow in a data-driven role.

## WORK EXPERIENCE

### Intern – Administrative & Data Support │ Habitat for Humanity, Kingston, ON          Present

- Cleaned and structured datasets to maintain data integrity across volunteer records and internal systems.
- Utilized Salesforce CRM to update profiles, track engagement, and improve reporting accuracy.
- Consolidated data across departments, streamlining administrative workflows and reducing duplication.
- Designed and created dashboards for volunteers and donors, enabling better insights and reporting.
- Supported social media marketing and community engagement initiatives to increase awareness.
- Assisted at ReStore with merchandising, donation intake, and customer service, contributing to daily operations.
- Successfully balanced technical and administrative tasks while meeting deadlines in a dynamic nonprofit environment.

### Travel Desk Manager & HR Executive │ Minfy Technologies, India          2023

- Managed employee travel desk operations, including bookings, scheduling, and vendor coordination.
- Tracked and processed invoices and reimbursements, handling financial records with accuracy.
- Maintained and updated employee and travel data across internal systems to ensure compliance and efficiency.
- Handled petty cash and payments, ensuring accountability and proper documentation.
- Supported HR functions such as onboarding, maintaining personnel files, and recruitment logistics.
- Collaborated with cross-functional teams to resolve travel and HR-related queries in a timely manner.
- Balanced financial, data, and administrative responsibilities in a fast-paced startup environment.

## EDUCATION

### Business Analytics          Expected Dec 2025
- St. Lawrence College, Kingston, ON

### Bachelor of Computer Science          2022
- Adikavi Nannaya University, India.

## ACADEMIC PROJECTS

**HealthFirst Medical Clinic – Power BI Dashboard**
- Built an interactive dashboard to analyze patient wait times, no-show rates, scheduling inefficiencies, and practitioner overtime.
- Designed KPIs and visualizations to highlight bottlenecks and support data-driven staffing decisions.
- Delivered insights that reduced operational inefficiencies and improved resource allocation.

**Toronto Traffic Collision Analysis – Public Data Case Study**
- Conducted exploratory and predictive analysis of Toronto collision datasets using R.
- Applied decision tree modeling to identify key accident factors (time, weather, location).
- Presented findings with visualizations and policy recommendations for safer urban planning.

**E-Commerce Intelligence Analysis – Olist Brazil Dataset**
- Cleaned and structured large-scale e-commerce transaction data for performance analysis.
- Conducted delivery efficiency and profitability analysis, including shipping times and freight costs.
- Developed a choropleth map and dashboards to highlight priority investment regions.

**Ford Motor Company – Supply Chain Study**
- Analyzed Ford's global operations, supply chain risks, and sustainability strategies.
- Conducted PESTEL analysis and presented supply chain challenges in a professional presentation.
- Recommended improvements aligned with Ford's long-term growth and resilience strategy.

## SKILLS

- **Visualization Tools:** Power BI, Tableau
- **Reporting Tools:** Google Sheets, Excel
- **Programming & Querying:** SQL, Python, R
- **Process Tools:** BPMN, Jira
- **Marketing & Social Media:** Facebook Business Suite & LinkedIn
- **Communication & Collaboration:** Stakeholder coordination, cross-functional teamwork

## CERTIFICATIONS

- **Introduction to R** | DataCamp                                                2025
- **Introduction to Data Visualization with ggplot2** | DataCamp                  2025
- **Data Manipulation with dplyr** | DataCamp                                     2025
- **Information Literacy** | LinkedIn Learning                                    2024
- **Python Essentials for Data Scientists** | Data School                         2025

## ACHIEVEMENTS & VOLUNTEERING

- **NCC (National Cadet Corps),** India – Completed B & C Certification
- **NSS Volunteer –** Participated in community and blood donation camps
- Involved in park clean-up and tree planting initiatives
- Actively contributed to community service and team-based volunteering