

RAHUL ARYA

PERSONAL DETAILS

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Date of birth: May 31, 1991

PROFILE

Highly motivated and detailed-oriented candidate passionate about using data to improve business performance. Skilled in leveraging data to develop actionable solutions to business challenges and utilizing data visualization to create meaningful insights.

EDUCATION

Bachelor of Computer Applications (BCA) Jul 2014
Shobhit institute of engineering and Technology

SKILLS

- Languages : HTML 5, CSS 3, Python, SQL, PHP

■ Platforms : Visual Studio Code, Jupyter Notebook, Sublime, Notepad++, Adobe Dreamweaver
- Tools : Excel, VBA, MySQL, Power BI, Power Point, Google Sheets, Google Forms

■ Soft Skills : Stakeholder Management, Excellent Communication, Troubleshooting

EMPLOYMENT

Data Analyst Feb 2024 - Aug 2024
Sri Balaji Action Medical Institute, Delhi

Data Management and Analysis

- Overseeing the entire process of managing and analyzing hospital data from start to finish using Advance excel.

MIS Data Preparation

- Creating Management Information System (MIS) data tailored to meet specific process requirements.

Monthly Reporting

- Producing monthly reports using advanced Excel functions to ensure accurate and comprehensive data presentation.

In-depth Analysis

- Conducting thorough MIS analysis to provide valuable insights that support informed decision-making.

Team Support

- Assisting team members during their onboarding process to ensure a smooth transition and integration.

MIS Executive

Mar 2021 – Jan 2024

Lion Services Ltd., Delhi

Performance Analysis:

- Meticulously analyze project-wise performance, identifying key trends and areas for improvement.

Problem Solving:

- Proactively identify and analyze challenges, devising optimal solutions for efficiency.

MIS Preparation:

- Prepare tailored Management Information System (MIS) data.

Quality Assurance:

- Implemented a daily quality check system, resulting in a 30% error reduction and 25% product quality improvement.

Communication Facilitation:

- Circulate weekly and monthly updates via email for effective communication.

Process Expert

Feb 2018 – Feb 2021

Provana India Pvt. Ltd., Noida

Process Optimization:

- Take responsibility for updating Standard Operating Procedures (SOP) in line with client instructions.

Performance Metrics:

- Manage and update the monthly work target report for all employees, ensuring alignment with organizational objectives.

Client Interaction:

- Address client queries promptly and professionally, fostering positive client relationships.

Communication and Coordination:

- Respond to client emails within specified time frames, maintaining a high level of responsiveness.

Team Collaboration:

- Prepare and share daily reports and Management Information System (MIS) with team leaders for transparent communication.

Process Associate

Sep 2015 – Jan 2017

Suntec Web Services Pvt. Ltd., Delhi

Operational Monitoring:

- Oversee US Mortgage data operations, ensuring timely completion.

Supervisory Communication:

- Manage working reports, keeping supervisors informed for seamless workflow coordination.

Quality Assurance:

- Perform rigorous quality checks on processes handled by associates, ensuring adherence to standards.

CERTIFICATIONS

Career Essentials In Data Analysis By Microsoft And LinkedIn

Jul 2024

- Learned Data Analysis on given data and perform deep analysis for effective decision making.
- Learned Data Visualization and created charts and dashboards in PowerBI.

Tata Group Data Visualisation Job Simulation on Forage

Aug 2024

- Completed a simulation involving creating data visualizations for Tata Consultancy Services
- Created visuals for data analysis to help executives with effective decision making

JPMorgan Chase & Co. Excel Skills Job Simulation on Forage

Sep 2024

- Proficient in Excel: data cleansing, manipulation, and conditional formatting.
- Learned VBA for automation.
- Expert in data visualization: created charts and dashboards in Excel and PowerPoint.