

RAJENDRA SINGH JATAV

("Analyst, skilled in data compilation, advanced Excel, and Power BI.
Proficient in database management and cross-functional decision support.
Committed to data integrity and adaptability.")



DATA ANALYST

- [linkedin.com/in/rajendra-singh-jataV-1a3b6715a/](https://www.linkedin.com/in/rajendra-singh-jataV-1a3b6715a/)
- jataVrajendra3@gmail.com
- +91-9074-122-172

WORK EXPERIENCE



Data Analyst (Sr. Executive): Procurement & SCM Group BayPort, Gandhinagar, GJ.

Harnessing innovative print technologies to improve everyday personal and professional lives

July 2023 to Present
(7 months)

- Data Compilation and Visualization:**
 - Compiled and integrated data from diverse sources such as purchase, store, and production, utilizing advanced Excel functions and Power BI.
 - Developed comprehensive dashboards in MS Excel and Power BI, facilitating efficient analysis, planning, and mapping for informed decision-making.
- Analytical Expertise:**
 - Conducted various analyses to identify critical metrics and Key Performance Indicators (KPIs), supporting the Supply Chain Management (SCM) Head, managers, and team in day-to-day analysis and reporting.
- Advanced Excel Proficiency:**
 - Applied advanced Excel functions and formulas to create tailored Excel sheets, meeting specific requirements of the team and ensuring accuracy in data representation.
 - Downloaded and processed data from Tally Prime, enhancing data accuracy and accessibility.
- Database Management:**
 - Managed the master database, overseeing creation, updates, and deletion of records, ensuring data integrity and accessibility.
- Technical Data Expertise:**
 - Provided technical expertise in data storage structure, data mining, sanitization, cleaning, and processing, contributing to streamlined data management practices.
 - Upheld confidentiality guidelines, ensuring the secure handling of sensitive data and information.
- Task Completion and Flexibility:**
 - Completing additional task assigned by the SCM Head, showcasing adaptability and a proactive approach in meeting evolving business needs.



Bachelor of Engineering, Electronics & Tc SGSITS-Indore 2017

CORE COMPETENCIES

- Supply Chain Management
- Procurement and Inventory Management
- Vendor Management
- Time Management
- Problem-Solving
- Analytical Skills
- Teamwork
- Interpersonal Skills
- Communication Skills
- Data Analysis
- Technical Environment
- Fluent in English (spoken and written)



Admin Manager Cancer Healer Center, Indore, MP. An Healthcare Company Feb 2023 to Present

- To provide realistic plans, schedules, and forecasts for the daily, weekly, and monthly
- Managing staff involves maintaining and ordering necessary office equipment and supplies as needed.
- Preparing various MIS and sharing them directly with the head.
- Manage Centre PL and drive profitability

Operations Executive: Large Ops Flipkart, Indore, MP.

The One-stop Shopping Destination. E-commerce is revolutionizing the way we all shop in India



TECHNICAL SKILLS

- Microsoft Applications:
 - MS Excel
 - MS Word
 - MS PowerPoint
 - Power BI
- Operating Systems:
 - Ubuntu
 - MS Windows
 - Linux
- SAP ERP/Tally Prime
- Pulling Data from sources, Maintain database and Analyzing

July 2019 to Oct 2022
(3 years, 4 months)

- Assisted and monitored the Manager in delivering uninterrupted, cost-effective, and efficient supply chain operations.
 - Developed and maintained knowledge of basic principles, theories, and concepts in supply chain management.
 - Conducted research and analysis to gather information and make informed decisions.
 - Collaborated with cross-functional teams to optimize asset purchasing, planning, and management processes.
 - Utilized MS Office tools, including Word, Excel, and ERP, for data analysis and reporting.
 - Demonstrated strong time management skills and the ability to meet deadlines.
 - Worked independently in a fast-paced environment, while also being a collaborative team player.
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- **Data Analytics & MIS:** Delivering on critical organizational metrics, and adopting a data-driven approach to problem-solving, generating timely reports on Hub activities and metrics, and sharing reports of day-to-day activities to stakeholders / Area managers



Team Lead: Operations

Ecom Express, Indore, MP.

A B2B company with B2C Service offers end-to-end services for the e-commerce industry

Jan 2018 to June 2019
(1 Year, 5 months)

- Maintaining warehousing Key Performance Indicators (KPIs) and Monitoring pendency, understanding the systems and processes of the firm in detail to identify performance gaps, doing root cause analysis on recurring operations issues, and providing the solutions on the same

CERTIFICATES/TRAINING

Lean Six Sigma Certificate

Advanced Innovation Group Pro Excellence (AIGPE™)

2022

I completed an online program that covered 2 Levels of Lean Six Sigma(White Belt/Yellow Belt)

PERSONAL DETAILS

Date of Birth: 5th May 1993

Languages Known: English & Hindi

Address: J-26, Sector-26, Ghandinagar, 382028 (GJ).