

# RAMANDEEP SIHRA

Aspiring Junior BI Data Analyst, MCP

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## SKILLS

**Software:** SSMS, SAP-ERP, MS SharePoint, MS Dynamics, MS Excel, MS Access

**Data Concepts:** Extraction, Validation, Cleansing, Analysis, Manipulation, Visualization, Reporting

**Languages:** SQL, T-SQL, Python, VBA

## PROJECTS

### Master Data Management (MDM) Application

DB Schenker - Jan 2020 - Present

- Assisting, creating and updating processes for the launch of MDM application. [GitHub](#)

### Finance Team KPI

DB Schenker - Aug 2016 - Dec 2018

- Based on the KPI report I developed a KPI dashboard to identify coding errors and covered gaps in training, which improved accuracy by 10%. [GitHub](#)

### PC Land Database

Personal - Feb - Nov 2020

- Created a fully functional T-SQL database and queries on it for a scenario based on a fictional PC shop. [GitHub](#)

### Star Media Report

Personal - Dec 2019 - Jan 2020

- Created a report based on a fictional media company using synthetic data and statistics with Python, T-SQL and MS Excel. [GitHub](#)

### Finance Dissertation

Brunel University - Sep 2013 - Jul 2014

- Conducted research and data analysis on the awareness and implication of payday loans amongst the general public. [GitHub](#)

## WORK EXPERIENCE & ACHIEVEMENTS

### Financial Systems Assistant, DB Schenker; London, UK

Jan 2019 - Now

- Acting as team Supervisor and training team members on financial & logistics systems.
- Creating and updating the weekly Basware Invoice Approver report and MS Excel dashboards.
- Running 5 UK and 3 Ireland daily reports in internal systems for the Shared Service Centre.
- Supporting 50 global Master Data Management (MDM) teams as a UK & Ireland MDM Steward support contact
- Providing data maintenance for global data platforms and SAP-ERP databases.
- Conducting accurate validation checks for the creation of financial accounts in SAP-ERP and preparation for audit analysis.

### Finance Administrator, DB Schenker; London, UK

Aug 2016 - Dec 2018

- Processed and validated UK's supplier mail reaching daily target of 400 invoices.
- Managed supplier disputes and queried 250 invoices on behalf of the branches and fixed daily errors for 150 invoices.
- Created KPI reports to help train and monitor the administrators progress in data validation.

### Partner Incentives Support Analyst, Microsoft; London, UK

Dec 2015 - Feb 2016

- Analysed, validated, and interpreted 50 incentive requests and provided validation status reports to internal and external stakeholders.
- Performed audit checks on incentive requests and ran 2 MS Excel macro-based reports for data validation.
- Trained internal staff on SharePoint and a Dynamic CRM database.

## EDUCATION & CERTIFICATIONS

- BSc Business Management (Accounting)
- Microsoft Certified Solutions Associate (MCSA) - SQL
- Microsoft Technical Associate (MTA) - Python

Brunel University 2014  
Microsoft 2021  
Microsoft 2022