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RAMANDEEP SIHRA

EDUCATION

BSc Business Management (Accounting)

Brunel University 2011-2014

SOFTWARE

- T-SQL
- SSMS
- SAP- ERP
- Master Data Management Tools
- Microsoft SharePoint
- Microsoft Dynamics
- Microsoft Word, Excel, Access & Powerpoint

PERSONAL PROFILE

An aspiring data analyst with a mature and responsible approach having 4 years experience in handling data with DB Schenker and Microsoft. I have developed 3 desktop applications, 2 database and 1 invoicing. Currently looking for an entry level data analyst position where I can apply my data skills to tackle technological challenges.

SKILLS

Data Analysis and Visualization
- Collecting and analyzing data to identify solutions and make informed decisions.
- I have conducted primary and secondary research to investigate the implications of payday loans.
- Using Graphs to visually present data in reports.

Data Manipulation
- Data Extraction
  I am able to accurately extract data from several internal & external systems to produce reports.
- Data Processing
  I can collect data and translate it into usable information. I can collect, record, organise and structure data and produce meaningful insights.
- Data Validation
  From my current and past work experience I have manage to develop my Data validation skills. I am able to evaluate information for effectiveness and accuracy and create ways to improve an organization's system processes.
- Data Cleaning
  I can detect and correct corrupt or inaccurate records from a record set, table, in several databases. I identify the incomplete, incorrect, inaccurate parts of the data and successfully fix data records.

Soft Skills
- Critical Thinking
  Identify and define problems and significant questions for investigation.
  Plan and manage activities to develop a solution or complete projects.
- Team working
  I can collaborate with a team to work towards achieve goals.
  I also manage and support colleges on a daily basis.
- Report Writing
  I have experience in creating and running many reports. I can structure reports to make them user friendly, engaging to provide meaningful insights. These reports are also jargon free so that even non technical users can understand the reports i have created.
- Problem solving
  I have been able to creatively solve problems whilst using a logical approach. this is demonstrated through my work experience sind projects that I have managed.
- Organisation
  I am able to effectively prioritize tasks in order to achieve all deadlines.
  I can use my organisational skills to adapt to deal with unexpected or urgent tasks when they arise.

PROJECTS

-PC Land (2020)
SQL database creation, data insertion, and queries on a PC shop
-Finance Dissertation (2014)
Research and data analysis on the awareness and implication of payday loans.
-Invoice Quotation (2010)
Creation of a database in Access with forms, table, queries and report containing invoice quotations.

WORK EXPERIENCE & ACHIEVEMENTS

Financial Systems Assistant | DB Schenker
Jan 2019 - Now

- Have **mathematical ability** to create and update the weekly Basware Approver report and to provide 5 UK and 3 Ireland daily reports in all systems for the Shared Service Center team. Able to meet strict deadlines for month end processes. **Data Mapping** of GL Accounts to cost centers in SAP.
- Use a **logical & methodical approach** to create 60 COD (Cash on Delivery) Accounts within 20 mins, 6 Credit and Vendor Accounts within 24 hours. Strong attention to detail skills to conduct various **validation checks**. **Data management and maintenance** for global data platforms and databases and to fix any interface errors.
- Act as first point of contact for for data and account queries, excellent written and oral communication needed to provide **high quality customer service**. ·

Finance Administrator | DB Schenker
Aug 2016-Dec 2018

- **Highly accurate** data **validation & processing** of UK's vendor mail, received by post and email. Reach target of 400 invoices processed each day.Created a KPI report showing errors being made by the team and training the team to improve accuracy by 10%.
- Managing with supplier disputes and querying 250 invoices on behalf of the branches per day and fixing errors for 150 invoices a day. Maintaining and provide branches with 200 email responses from various vendors. Excellent **interpersonal** skills to provide high quality services to internal and external customers.

Partner Incentives Support Analyst | Microsoft
Dec 2015-Feb 2016

- **Analyzing, validating and interpreting** 50 Incentive requests and provide validation Status reports to internal and external stakeholders. Regulate proof of execution Audit on Incentive requests. Create and maintain end-to-end process documentation.
- To maintain and refresh 2 MS Excel macro-based reports used for **data validation.**
- Leverage internal systems and tools to maintain highest standards of **data accuracy and integrity.**

Invoice Application creator (work experience)| Iview Security
May-Aug 2010

- Created a new invoicing application using Microsoft Excel. **Data modeling** used to capture the client's requirements.
- Responsible for creating a user friend system that produced accurate **numerical** calculations and fulfilled all company requirements.

Booking Assistant - L&D Team (Work Experience) | IBM
Jun 2006

- Booking and confirming classes by the deadlines and exam rooms within the educational department of IBM. Recognized for IBM Tivoli user group certification schedule planning and invigilator assistance