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| **Varun Narain Singh**  **E-Mail:** [ranavarun333@gmail.com](mailto:ranavarun333@gmail.com)  **Phone**: +91 9354269132 | | | | |  |
| **BUSINESS ANALYST**  **Location Preference:** *Delhi / NCR, Chandigarh* and *Mumbai* | | | | |  |
|  | | | | |  |
|  | **CORE COMPETENCIES** | **PROFILE SUMMARY** | | |  |
|  |  |  |  | Extensive experience in managing overall **Data analysis functions for the USA Based Clients.** |  |
|  | **Data Analysis** |  |  |  |  |
|  |  |  |  |
|  |  | * **Performance-driven professional** delivering transformational | | |  |
|  | **Business Analysis** |  |  | business by gathering business requirements and designing solutions |  |
|  |  |  |  | with strong analytical skills. |  |
|  | **Operation Management** |  |  | Rich **Data analysis, Operation experience** with proficiency in grasping |  |
|  |  |  |  | big picture, conceptualizing, developing, implementing solutions and |  |
|  | **Project Planning & Management** |  |  | partnering closely with leaders & stakeholders to achieve higher levels |  |
|  |  |  |  | of efficiency & effectiveness |  |
|  | **Quality Assurance & Control** |  |  | Excelled at providing **digital files & customized reports** developed in |  |
|  |  | Excel, PDF, Synchro, Traffix or any client specified format |
|  |  | Hands-on experience in **data analysis, visualization (SQL, Advanced Excel,** |
|  |  | **VBA, Google Data Studio, Google AppScript, Power Query, PowerPoint, Google Calendar, MS Outlook, MS Project) & manipulation**. A **keen** |
|  |  | **analyst** with a flair for adapting quickly to dynamic business environments, |
|  |  | adopting pragmatic approach in improvising on |
|  |  | solutions & resolving complex business issues |

# ORGANISATIONAL EXPERIENCE

**Since Jul’17**--**May’2020:** **BT Data & Surveying Services India Pvt. Ltd.**, Noida as **–Business Analyst.**

### Key Result Areas:

* Spearheading projects right from initiation till successful completion by coordinating with overseas team & client.
* Mapping Client requirements, Developing Business Solutions & then developing dashboards along with analytics insights to help stakeholders act on real time basis.
* Generating MIS reports based on data captured through machines, videos, sensors and other sources, throughout various states in USA & creating ad hoc graphs & dashboards accordingly.
* Analysis & visualization of data, finding Gaps and Maintaining the Consistency of Data, validated against business rules defined in SOP.
* Delivering digital files & customized reports in Excel, PDF, Synchro, Traffix or so on to the clients.
* Coordinating with the client for gather requirements and freeze the same upon confirmation.
* Devising solutions to integrate trend analysis revenue targets and corporate strategies as per specified business plan to enable smooth business planning & management.

### Highlights:

* Evaluated the existing Information management system and updated knowledge gaps by preparing the guide.
* Provided useful strategic inputs using Excel, VBA & Visualization models.
* Finding gaps and anomalies in the data and working out an appropriate resolution for the same.

**PREVIOUS EXPERIENCE**

# Sep’15 – Jan’17: Indo Rama Synthetics (INDIA) Limited

## As Asst. MIS Analyst

### Key Result Areas:

* Service Regional Reporting OTIF.
* Global KPIs reports like QA KPIS DOS, MPSA, BIAS and MAPE and so on.
* Develop an in depth understanding of our Data Sources, tables and data relationships in a short period of time.
* Create reports which combine data from multiple data sources.
* Design, Create, Implement, Modify and Support existing reports.
* Preparing dashboards, Slicer, Graphical and PowerPoint driven presentations for the management.
* Work with Management and SMEs (Subject Matter Experts) to help define and implement new reporting requirements.

# Mar’14 – Sep’15: Electrical Manufacturing Company Limited

## As MIS Executive

### Key Result Areas:

* Preparing PowerPoint presentation reports as per client requirements.
* Preparing daily, weekly and monthly reports on MS Excel and MS Word.
* Collated and analyzed company’s quarterly and half-yearly performance details.
* Generated, maintained and analyzed quality and client service reports.
* Monitored implementation of MIS processes and evaluated their effectiveness.
* Performed trend analysis and automation of reports.

# Aug’11 – Feb’14: Maxwell Projects (P) Limited

## As MIS Executive cum Office Coordinator

### Key Result Areas:

* Preparing Sales reports using MS Excel.
* Consolidating data from Finance & Operations, creating consolidated reports with charts and presenting the same to the Management.
* Creating PowerPoint presentation for the management.

**IT SKILLS**

### An In-depth experience handling real life situations with Advanced Excel tools like V-Lookup, H-Lookup, Database Function, Pivot Tables and various charts & Dashboard creation.

### Automation in MS Excel using VBA.

### Have experience with transactional SQL statements to extract and manipulate data.

* **MS Office Tools: Excel, Word, Google Docs, PowerPoint, MS Outlook, Google Calendar, Google AppScript, MS Project, Google Data Studio.**
* **MS Power Bi technology.**

**ACADEMIC DETAILS**

* **B. Com (Pass)** from Delhi University in 2011.

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|  | **PERSONAL DETAILS** |
| **Date of Birth:** | 19th October 1986 |
| **Languages Known:** | English and Hindi |