

DIMPLE RANGEER

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SUMMARY

Recent BCA graduate with strong knowledge in SQL, Excel, Python, and Power BI. Completed multiple academic and live projects in data cleaning, visualization, and financial/market analysis. Skilled at building dashboards, deriving actionable insights, and presenting results effectively. Currently pursuing a Data Analytics course at TOPS Technologies to strengthen applied skills in real-world datasets. Seeking a Junior Data Analyst role to contribute analytical expertise and support data-driven decision-making.

WORK EXPERIENCE

April 2025 - Present

Front Desk Executive & Customer Care Coordinator
(Winny Immigration) Law Garden, Ahmedabad

- Handled front desk operations and assisted walk-in clients
- Attended central calls and responded to customer inquiries
- Assigned and forwarded leads to operations and sales teams
- Communicated with clients and provided timely support
- Maintained and updated customer data accurately
- Prepared basic reports for daily and weekly activities
- Coordinated with internal teams for smooth workflow

Telecaller & Sales Executive (Unity Space Advisor - Real Estate) Oct 2024 - Mar 2025
Ghatlodiya, Ahmedabad

- Assisted in lead follow-up and client coordination
- Managed client data, property listings, and appointment schedules
- Designed and published social media (reels & posts) to promote properties
- Developed time management and communication skills in a fast-paced environment

KEY SKILLS & TECHNICAL EXPERTISE

- **Data Analysis:** Data Cleaning, Reporting, Visualization
- **Tools:** Excel, Power BI, Python (Basics), SQL
- **Data Visualization:** Pivot Tables, Dashboards, Charts
- **Soft Skill:** Communication, Problem-solving, Attention to detail, Adaptability, Collaboration, Decision-making, Conflict resolution,

EDUCATION

Data Analytics Course,
Tops Technologies, Ahmedabad

June 2025 - pursuing

- Excel (Advanced), Power BI, SQL, Python
- Data Cleaning, Visualization, Dashboards, Pivot Tables
- Hands-on practice on live datasets and tools

**Bachelor of Computer Application ,
silver oak University, Ahmedabad**

Sep 2022- Mar 2025

CGPA: 9.05 / 10

- Gained foundation in programming, databases, and data structures
 - Learned SQL, Python, and Excel during academic projects
 - Built mini web applications and basic data processing tools
 - Strengthened logical thinking and analytical problem-solving
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CERTIFICATIONS

- Python Programming – IIT Bombay (80%)
 - Introduction to IoT–NPTEL, IIT Kharagpur (65%)
 - Android App Development – IIT Bombay (62.5%)
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PROJECTS

1. Shark Tank India Investment Insights

- Analyzed funding trends, investor patterns, and startup performance using Shark Tank India data.
- Created interactive Power BI dashboards with insights on investments, deal success rates, and business sectors.
- Applied Excel Pivot Tables & SQL for data cleaning and summarization.

2. Stock Market Analysis – 4 Companies

- Conducted a comparative stock analysis of four companies using Excel, Power BI, and Python .
 - Built dashboards to show price fluctuations, monthly averages, and volatility trends.
 - Delivered insights on market opportunities and investment risks
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STRENGTHS

- Strong analytical thinking and problem-solving abilities
- Quick learner of new data tools and technologies.
- Ability to work collaboratively in teams and contribute ideas.
- Detail-oriented and focused on accurate data analysis.