

# DIMPLE RANGEEE

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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.

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## WORK EXPERIENCE

April 2025 - Present

### Front Desk Executive & Customer Care Coordinator (Winny Immigraton) 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 & Sale Executive ( Unity space Advisor - Real Estate)

oct 2024 - Mar 2025

### Ghatlodiya, Ahmedabad

- Assisted in lead follow-ups 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

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## 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,

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## EDUCATION

Data AnalysisCourse,

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.