

SALONI BHAGAT

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Education

Viva Institute of Science and Technology

Bachelor in Information Technology (CGPI: 8.40/10.00)

July 2021 - April 2024

Mumbai, Virar

Viva Institute of Commerce

HSC Maharashtra State Board (Grade: 87%)

July 2019 - March 2021

Mumbai, Virar

Professional Summary

Bachelor of Science student in Information Technology at Mumbai University, driven by a passion for technology. Proven academic excellence. **MIS Executive** with expertise in **data management, report generation, and business intelligence**. Proficient in **Excel, SQL, and Power BI** with strong skills in **data analysis, dashboard creation, and automation** to support business decision-making.

Skills

Advanced Excel (Pivot Tables, VLOOKUP, HLOOKUP, Math functions)

SQL (Joins, Data Extraction), Power BI, Tableau, Google Sheets

MS Suites: (Excel, Word, PowerPoint, Outlook)

Client Communication & Lead Generation

Work Experience

Lead Coordinator | Bonanza Portfolio Ltd. | Mumbai – Goregaon |

Oct 2024 – Present

- Handled insurance login and quotation generation with accuracy and timeliness, and sent renewal updates via email, improving customer retention
- Conducted fresh policy verification during the free-look period to ensure compliance, also processed mutual fund purchases, and assisted with dealer account openings.
- Demonstrated multitasking, attention to detail, and customer-centric communication.

Project Experience

HR-Analytics-Dashboard - [Power BI, Excel]

[Link](#)

- Designed an interactive HR dashboard in Power BI, analysing data of 1,470 employees.
- Tracked attrition rate (16.1%) with insights by age, gender, education, job role, salary bands, and tenure.
- Identified key attrition trends (e.g., 26–35 age group, lower salary bands, 1–3 years tenure).
- Provided actionable insights to help HR teams improve employee retention and satisfaction.
- Strengthened skills in data visualization, trend analysis, and HR data-driven decision-making.

E-commerce Sales Dashboard – [Power BI]

[Link](#)

- Built an interactive dashboard in Power BI to analyze ₹438K total sales.
- Tracked monthly profit trends and average order value (AOV: ₹121K).
- Visualized category-wise sales (Clothing 63%, Electronics 21%, Furniture 17%) and state-wise sales (Maharashtra highest).
- Analyzed payment modes, identifying COD as the most used method.
- Delivered insights to improve sales strategy, category performance, and customer targeting

Certificates

- Certificate course in Data Analytics** - Anudip Foundation from | **July to September**
- Data Analytics and Visualization Job Simulation by Tata, Forage** | **June 2024**
- Maharashtra State Board of Technical Education:** Advanced Excel Certification

Extracurricular Activities

- Member of Edba Empower Women Coding Club** | Collaborated in initiatives aimed at promoting women's participation in technology through coding workshops and mentorship programs.
- TATA Visualization job simulation** | I created Visuals for Data Analysis to help executives make effective decisions. Also prepared questions from insights for a meeting with senior leadership