

MATIN SHAIKH

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Seeking assignments as Data Analyst/ Business Analyst with in-depth skills in Python, SQL, Power BI, and data visualization

EXECUTIVE SUMMARY

- Dynamic and results-oriented Data Analyst with extensive experience in database development, data analysis, business intelligence, and reporting.
- Proficient in Python, SQL, and MySQL, with a strong ability to design scalable database structures, build interactive dashboards in Power BI, and automate data workflows using Excel VBA.
- Experienced in optimizing relational databases, refining SQL queries, and developing insightful Power BI dashboards to drive data-driven decision-making.
- Adept at improving system efficiency, maintaining data integrity, and collaborating with cross-functional teams to achieve business goals.
- Skilled in extracting actionable insights to support strategic decision-making and business growth

CORE COMPETENCIES

- Data Analysis & Visualization
- SQL & Database Management
- Power BI Dashboard Development
- Excel Automation (VBA, VLOOKUP, HLOOKUP, and Pivot Tables)
- Data Cleaning & Pre- processing
- Business Intelligence & Visualization

TECHNICAL SKILLS

Languages & Database: Python, SQL, MySQL

Visualization Tools: Power BI

Excel Skills: Excel, VBA, Macros, VLOOKUP, HLOOKUP, Pivot Tables

Other Skills: Business Analysis, Data Analysis, Exploratory Data Analysis, Data Cleaning & Pre-processing, Data Visualization, Reporting & Dashboards

PROFESSIONAL EXPERIENCE

Since Aug 2025 with NMD Pvt. Ltd Pune as Data Analyst Intern

Key Result Areas:

Database Development & Optimization:

- Designing scalable database structures to support growing data volumes and improve efficiency
- Developing, and optimizing complex SQL queries for ETL processes, reducing execution time by 30%
- Improving system uptime and performance through efficient query tuning and indexing
- Managing, and optimizing relational databases, ensuring high performance, availability, and security

Data Analysis & Reporting:

- Enhancing quality, and reporting accuracy by cleaning, and processing data
- Generating actionable insights by using Python for data analysis and predictive modelling
- Reduced manual effort by 40% by automating MIS reports using Excel VBA and Power BI

Business Intelligence & Visualization:

- Creating interactive Power BI dashboards to visualize key metrics and improve decision-making
- Enhancing trend identification by 40%, and decision accuracy by 30% through real-time insights
- Streamlining reporting and data presentation for better stakeholder engagement

Stakeholder Collaboration:

- Collaborating with cross-functional teams to gather requirements and align solutions with business goals
- Delivering actionable insights through intuitive dashboards, enhancing strategic decisions

Highlights:

- Proactively improved report generation time by 50% through SQL query optimization and Power BI enhancements
- Developed Banking Analysis Dashboard to identify customer behavior trends, boosting targeted marketing campaigns
- Automated monthly performance reports using Excel VBA, saving 10+ hours of manual work monthly
- Enhanced search accuracy and user experience by integrating keyword and semantic search in a Hybrid Search Engine project
- Reduced query execution time by 30% through efficient SQL query and stored procedure optimization
- Successfully ensured 99.9% system uptime through effective backups, restorations, and disaster recovery processes

PROJECTS UNDERTAKEN

Project: Power BI Dashboard – Mobile Sales Insights Project

Tools used: Power bi, Power Query,DAX,Excel

- **Goal:** To visualize and analyze key sales KPIs (Total Sales, Quantity, Transactions) to enable data-driven decision-making regarding product, geography, and payment methods.
- **What I Did:** Data extraction, transformation, and development of an interactive dashboard with visualizations for sales by city, monthly quantity, customer ratings, payment methods, model performance, and daily sales..
- **Result:** A single source of truth identifying Xiaomi as the top-selling brand, Mumbai/Delhi as key sales regions, and Credit Card/UPI as the preferred payment methods.

ACADEMIC CREDENTIALS

2025	Bs.c (Computer Science) from Haribhai.V.Desai College Pune
2022	HSC – (71.50%)
2020	SSC – (78.20%)

Hobbies

- **Data-related interests:** Data visualization, statistical analysis, problem-solving with Excel/Power BI
- **Technology & Learning:** Exploring new software tools, learning programming languages.

- **Analytical Activities:** Solving puzzles, logical reasoning games, research reading
- **General Personal Interests :** Reading, traveling, photography, sports/fitness, music

PERSONAL DOSSIER

Date of Birth:

12/05/2004

Address:

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