Shakhil M K

Thrissur, Kerala, India ✉ shakhilmk.official@gmail.com ☎ +91 9400 8595 02 in/shakhilmk 🌐 Portfolio:- Shakhilmk

PROFESSIONAL SUMMARY

Data Analyst and Accounting Professional with **3+ years of experience** across **analytics, finance, and retail operations**. Experienced in building **Power BI dashboards**, automating reports, and analysing financial and operational data to support management decision-making. Hands-on exposure to **profit and loss statements, balance sheets, cash flows, budgeting, and reconciliations**, with a strong focus on improving reporting accuracy, efficiency, and data quality.

PROFESSIONAL EXPERIENCE

Intern Data Analyst - Rows & Columns, Kozhikode | September 2025 – Present
- Designed and maintained **10+ interactive Power BI dashboards** for business and HR analytics use cases.
- Analysed datasets containing **20,000+ records** across sales, operations, and workforce domains.
- Executed KPI analysis to support performance tracking for **5+ business functions**, improving clarity for stakeholders.
- Automated **6 recurring weekly and monthly reports**, reducing manual reporting effort by **30–35%.**
- Reduced report turnaround time from **2 days to same-day delivery** through improved data preparation workflows.
- Processed and transformed large datasets using **Excel and Power Query** to ensure consistency and accuracy.
- Implemented validation checks that lowered reporting discrepancies by **approximately 15%** during review cycles.

Store Manager - HAWAII STORE LLP, Kunnamkulam | March 2024 – July 2025
- Produced **daily, weekly, and monthly sales and profitability reports** to monitor store performance trends.
- Analysed category-wise and product-wise sales data across **100+ SKUs**, supporting pricing and margin decisions.
- Prepared management reports covering **₹13 lakhs in monthly revenu**e, operating costs, and key performance indicators.
- Administered store budgets and monitored expenses, contributing to a **10–12% reduction** in avoidable costs.
- Supervised and evaluated **5+ staff members,** using performance data to improve productivity and service standards.
- Applied data-led insights to inventory planning, reducing stock shortages and excess holding by around **15%.**

Assistant Store Manager - HAWAII STORE LLP, Kunnamkulam | April 2023 – March 2024
- Tracked sales performance, inventory movement, and stock turnover for **250+ products using structured Excel reports**.
- Oversaw cash handling and **daily reconciliations**, managing transactions averaging **₹50k per day**.
- Contributed to performance tracking and trend analysis to support store-level **operational decisions**.
- Standardised **data entry and reporting formats, improving reporting accuracy and consistency across teams**.

Accountant
HAWAII STORE LLP, Kunnamkulam | March 2022 – April 2023
- Prepared complete **Profit & Loss Statements, Balance Sheets, and Cash Flow Statements for management review**.
- Managed **accounts payable and receivable,** ensuring timely collections and supplier settlements.
- Conducted **internal audits** and ensured compliance with statutory and taxation requirements.
- Maintained accurate **financial records** and supported monthly and annual closing activities.

PROJECTS

Logistics Performance Analysis *(Power BI | Excel)*
- Assessed **shipment routes, delivery times, delays, and operational KPIs** across logistics datasets.
- Flagged high-delay routes and suppliers across **15+ delivery routes**, supporting improvements in on-time delivery performance.
- Presented analytical insights that informed **route efficiency improvements** and operational planning decisions.

EDUCATION

M.Com – Finance (Pursuing) – Indira Gandhi National Open University (IGNOU)
B.Com – Finance – University of Calicut
Diploma in Indian & Foreign Accounting (DIFA)

SKILLS

Analytics & Visualisation: Power BI, Tableau
Data & Reporting: Excel, SQL, DAX
Accounting & Finance: Profit & Loss, Balance Sheet, Cash Flow, Budgeting, Reconciliation
Accounting Software: Tally, QuickBooks, Sage 50, IAB