

Siddhanta kumar jena

Data Analyst | Data Visualization | WFM

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📍 Bengaluru



OBJECTIVE

Motivated and detail-oriented professional with **1.3 years** of experience in tele-sales, seeking to transition into a **Workforce Management (WFM)** role. Proficient in **Excel** and **Google Sheets** with hands-on experience in **data tracking, reporting, and performance analysis**. Eager to apply analytical skills, operational understanding, and a strong grasp of real-time monitoring to support business goals and workforce optimization. Quick learner with a passion for forecasting, scheduling, and WFM tools.

EXPERIENCE

Sales Executive - Transitioning to WFM and Data Analytics

BlackBuck

📅 2024 - Present 📍 Bengaluru

Company Description

- Currently working as a Sales Executive, responsible for handling daily sales operations, customer interactions, and achieving targets.
- Regularly prepare and maintain performance reports and trackers using Excel and Google Sheets.
- Experience with data entry, analysis, and MIS reporting, including creating dashboards, using pivot tables, formulas, and charts to monitor performance trends.
- Collaborate with team leads for workforce allocation and reporting needs.
- Actively learning and transitioning into a Workforce Management (WFM) or Data Analyst role by improving my data handling and reporting skills.

PROJECT

Monthly Sales Performance Dashboard - Google Sheets

BlackBuck

📅 2024 - Present

Improve my Team Performance

- Responsible for creating and maintaining a monthly sales performance dashboard for the team using Google Sheets. The dashboard tracks individual and team performance against targets, highlights top performers, and identifies areas of improvement.
- Prepared detailed sales reports, analyzing trends to improve conversion rates.

EDUCATION

B.Tech (Computer Science engineering)

Biju Patnaik University of Technology Rourkela, Odisha

📅 2019 - 2022 📍 Bhubaneswar, India

STRENGTHS



Analytical Thinking

Proven ability to analyze complex datasets, as demonstrated during my Live Project at Blackbuck in my team, leading to actionable insights.



Effective Communication

Skilled in presenting complex data in an understandable format, evidenced by positive feedback from Blackbuck team leads.



Team Collaboration

Excelled in team projects, contributing to a 20% improvement in data quality at Blackbuck through effective collaboration.

SKILLS

VLOOKUP

Data Visualization

Pivot Tables

Charts

IF formulas

Conditional Formatting

Query

IMPORTRANGE

Dashboards

Data Analysis

Report Generation

Data Management

CERTIFICATION

Java Full Stack Development

An in-depth course on Programs provided by Coursera, focusing on complex queries and data manipulation.

INTERESTS



Data-Driven Storytelling

Passionate about transforming data into compelling stories that drive decision-making and strategy.



Continuous Learning

Committed to continually enhancing my data analysis skills through courses, workshops, and self-study.