**Sudheer Kumar Hegde A**

**Professional Summary:**

* **Excellent Experience in Advanced Excel, MS-Word and Dashboards**.
* **Expertise in Automation of Excel in VBA using Macros.**
* **Expertise in preparing quality documents and project flow documents in MS-Word.**
* **Good at ensuring accuracy & timeliness of reports deliverable to Clients.**
* **Good Knowledge of Power BI, Tableau, Google Data Studio, PPT & MS-SQL.**
* **Basic knowledge of Jira.**
* Provide strong reporting and analytical information support to management team.

Analyse business information to identify process improvements for increasing business efficiency and effectiveness.

**Educational** **Qualification**: Master of Engineering (M.E.) in Computer Science, Year 2005

**Technical Skills:**

* Advanced MS Excel
* Excel VBA Macro
* MS SQL
* Power BI
* Tableau
* SAP MM

**Project Summary:**

**Project: KPMG GTT Project**

**Client: GTT, USA**

**Role:** Senior Data analyst

**Duration:** Mar 2022 – Sept 2022

**Technology: Quickbase GTT Application**

**Project Description:**

**Extracting the Values and condition present in the Client Id folder containing MSA(Master Service Agreement PDF Files) and SOF(Service Order Form PDF Files) Sub folders**

**Responsibilities:**

* For Quickbase Application, SOF(Service Order Form) & PON(Purchase Order Number) extraction will be done by using SOF files contained in SOF folder which exist in Client Id folder that is unique from each other.
* The SOF file(s) contained in SOF folder its self is a PON number and for most of the time, Master PON(MPON) number exist in these files. MPON No. is nothing but SOF No. & for most of the time, it is linked to one or more PON numbers.
* Along with SOF folder, Client Id folder also contains MSA folder, which contains MSA PDF file. MSA is nothing but Master Service Agreement & values extracted from MSA, would be entered into Quickbase application.

**Project:** AJIO E-commerce Project

**Client: Tuka tech, Tuka Cad, Design Wolf & Synergy.**

**Role:** Associate Manager

**Duration:** Mar’20 – Oct’2020

**Technology: MS Excel**

**Project Description:**

PO(Purchase Order) & WO(Work Order) created for different design patterns, will be sent for approval to the HR Department. Once the approval has been done by the HR Dept., it will be moved to finance department along with the SAP No. Once approved from finance department, it will be moved to marketing team.

**Responsibilities:**

* Tracking documentation, Purchase Order & Work Order created & assisting team members.
* Prepared Dashboards for Different Design Patterns data’s of clothes (Indian wear and western wear) in Power BI.
* Preparing Excel Reports using VBA for different design pattern data’s.

**Project:** Vicoast solutions web development project

**Client: Nankart project, Trimetry project .**

**Role:** MIS Executive

**Duration:** May’2015 – Nov’2018

**Technology: MS Excel, Power BI**

**Project Description:**

**Co-ordinating with the Development and Testing team for the Tasks an bugs in the respective team to complete the different projects**

**Responsibilities:**

* Preparing Weekly Resource Productivity Excel Report related to the software projects.
* Preparing Monthly Project Estimation, Project Budget Tracking & Resource Productivity Reports using Excel VBA.
* Preparing Dashboards in Excel for Vicoast Project Tracker data’s and Infact School project Data’s.
* Preparing Monthly Consolidated Project Estimation Reports & Project Budget Tracking Reports.
* Preparing Powerpoint Presentation for Management as and when required related to the software projects activities.

**Project:** IBM IT admin Dept project

**Role:** MIS Executive

**Duration:** Nov’2013 – Jul’2014

**Technology: MS Excel, ISAM & ITSAS applications**

**Project Description:**

**Co-ordinating with the IT admin dept. for completing the ISAM & ITSAS application projects.**

**Responsibilities:**

* Sending ISAM (IBM Standard Asset Manager) Report to the top management on daily basis for updating Primary Workstations (PW)/Secondary Workstations (SW) registration status. Here in WAM (Workstation Asset Management) Tool, Registered/Not Registered Status of PW's and SW's is available and would be updated in ISAM report. Some assets may in the name of more than one user as per WAM Tool. In this case, it is updated as eAMT issue status.
* Regarding ITSAS (Information Technology Security Automation Solution), registration for assets (Nothing but Servers Registration), follow-up is made to complete registration. If registration is not completed, ticket has been raised in the tool named PoD Request Tool so that system administrator can complete registration of servers by accepting PoD ticket.
* Sending MFR (Monthly Functional Review) Monthly Report. This report contains above ISAM

report summary for a month, ITSAS registration update for a month etc. It also contains PoD's tickets status for a month. Here for no. of PoD's tickets raised in a month, how many tickets are in open status, in closed status, in missed status and in working status will be reported. This report also contains Number of employees left in a month.

* BSO Filter-Rule Validation Report is prepared in every quarter of a year. In this report, Source-to-Destination pair of IP's will be extracted from Log files obtained from Management. Here onlysource IP's will be mapped with IP's in ITSAS Report (Containing ITSAS Registered Assets). Here every asset is having IP along with serial no and other fields. If Source IP's in BSO report is also found in ITSAS Report, users will be permitted for accessing respective Source IP's. If it is not found case, users are required to register their IP's in ITSAS.
* Preparing Weekly Reports and Monthly Reports.

**Project: Telecom Tower projects (Company: Pace prompt services pvt ltd.)**

**Role:** MIS Co-ordinator

**Duration:** Feb’2011 – Aug’2011

**Technology: MS Excel**

**Project Description:** **Co-ordinating with the different circles(states) of Telecom Tower projects present in india.**

**Responsibilities:**

* Sending various weekly & monthly MIS reports in MS-excel & MS-word files related to the stores division. Sending Circles reports regarding various Circles in India for mobile tower operations. Sending Repair reports include preparing various faults reports for the different types of ICs, diodes etc. that are used as a component in various motherboards adopted in DC Generator, Solar Inverter, PMU etc. used in the Telecom Sector.
* Preparing errors analysis reports for increasing performance of these equipments.

**Project: Suzlon Infrastructure services ltd.**

**Role:** MIS Co-ordinator

**Duration:** Nov’2006 – Nov’2010

**Technology: MS Excel, SAP MM**

**Project Description:** Preparing DPR(daily progress report), weekly reports, monthly reports, quarterly reports, half yearly reports and yearly reports.

**Responsibilities:**

* Sending various MIS reports in excel & word files related to the projects & operations

division for various sites of Karnataka, which include daily, weekly, monthly, half-yearly & yearly reports.

* Daily Progress Reports include Project execution reports of the Wind Turbine Generator’s ( WTG’s ) related to the four departments of projects namely Civil, Mechanical, Electrical & Commissioning.
* Operations reports of the WTG’s, calculating average power generation, machine availability & detailed error analysis of each WTG etc.Weekly, Monthly, Half-yearly & Yearly reports includePlanning for execution of March & September project w.r.t. above mentioned all four departments of Projects, highlighting target dates for foundation, installation & commissioning of WTG’s.
* Major activities report of both projects & operations division include Crane usage (During installation of each WTG) & breakdown report reflecting not only the progress of the entire project, but also incur major cost of project due to its usage.
* Detailed analysis report regarding success & failure of projects with graphical representation.
* Availability report & errors analysis report for each WTG so that they can take necessary

action for increasing power generation, machine availability& reducing errors in each WTG.

* Involved in sending all the above reports of karnataka projects & operations for many sites

namely Hassan North & South sites, Sindhageri site (Bellary District), Kalmangi site (Raichur District) etc.