

# Suman Das

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## SUMMARY

Proficient in SQL, Power BI, Advance Excel, Power Query, Python, Looker Studio and MSBI tools for data extraction, analysis, and dashboarding. Adept at data cleaning, reporting automation, and cross-functional collaboration to drive data-informed decisions.

## SKILLS

**Languages & Tools:** SQL Server, T-SQL, Python (NumPy, Pandas, Matplotlib, Seaborn, Plotly)

**BI & Visualization:** Power BI, Google Looker Studio, DAX, MSBI (SSIS, SSAS, SSRS)

**Data Handling:** Advanced Excel, Power Query, Google Sheets, Data Warehousing

**Other:** Data Cleaning, ETL, KPI Reporting, MIS Reporting , Dashboarding, Data Governance

## WORK EXPERIENCE

### Data Assistant Manager at ICA Edu Skills Pvt. Ltd., Kolkata

(Mar'2025 – Present)

- Category: Education, Vocational Training, conduct Govt Skill based program
- Developed automated dashboards and KPI reports using Advanced Excel, Google Sheets, and Looker Studio to monitor performance metrics across 5+ departments.
- Cleaned and validated 100K+ rows of data for monthly reporting, ensuring data consistency across systems and enabling the generation of actionable business insights.
- Led cross-functional analytics initiatives, improving reporting efficiency by 40%.
- Maintained MIS systems and provided data training for internal stakeholders.
- Complied with data governance policies and ensured data security across all analytics activities.

### Quality Associate at SNE Business India Pvt. Ltd., Kolkata

(Nov'2020 – Mar'2025)

- Category: Pharma CFA
- Built compliance MIS reports using Advanced Excel (Power Query, Power Pivot) for SOP, GSP, GMP, GWP, HSE, and Data Integrity.
- Analyzed deviations, CAPA, complaints, and recalls using Excel models, pivots, and trend analysis.
- Monitored equipment maintenance, calibration, and downtime compliance through Excel-based KPI tracking.
- Developed vendor performance scorecards using Power Query data integration and Excel KPIs.
- Created training analytics using Power Pivot and DAX in Excel to track completion and effectiveness.
- Delivered management-ready insights via automated Excel MIS dashboards.

### Sales Support & MIS Executive at SSV Pvt. Ltd., Kolkata

(May'2011 – Nov'2020)

- Category: Pharma CFA
- Manage SAP-based MIS reporting, sales coordination, and SAP billing, including error correction.
- Maintain and manage stock data in SAP, including transfers and depot distribution.
- Handle documentation such as credit notes and e-way bills; verify and process data accurately.

## PROJECT

### Bank Operation Analysis - SQL & T-SQL Project ([Link](#))

Designed ERD, created databases, performed data loading, cleaning and analysis, and visualized for banking operations.

### Stack\_Overflow\_Annual\_Developer\_Survey\_2024\_Python\_Project ([Link](#))

Conducted EDA using Pandas, Seaborn, and Matplotlib on developer survey data.

### Retail-Orders-Python-SQL-Project ([Link](#))

Retrieved retail data via Kaggle API, transformed it using Pandas, and analyzed in SQL Server.

### HR-Dashboard-SQLServer-PowerBI-Project ([Link](#))

Built HR performance dashboard after data cleansing and ETL using SQL Server, improving report speed by 30%.

### Credit\_Card\_Transactions\_MSBI ([Link](#))

The dataset simulated credit card transactions, analyzed using SSIS, Stage server, OLAP/DWH server, and SSAS, includes both legitimate and fraudulent transactions, ensuring stakeholders have timely information.

### Bank-Data-MSBI-Project ([Link](#))

Developed end-to-end ETL flow for daily banking data using SSIS and SQL Server.

## EDUCATION

**B.Sc. (Science)** – Institute: Seth Anandram Jaipuria College, Kolkata – Year: 2012

**Higher Secondary (Science)** – School: Dakshineswar High School, Kolkata – Year: 2008

**Secondary (All)** – School: Dakshineswar High School, Kolkata – Year: 2006

## CERTIFICATION

Career Essentials in Data Analysis by Microsoft and LinkedIn – [CERTIFICATE Link](#)