**ANIMESH SWAIN**

**Experienced Data Analyst- Power BI**

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Analytical and detail-oriented **Data Analyst (Power BI)** with 5+ years of experience in information systems delivering Data management and report development in the Government sector. In my role I engage with all levels of stakeholders from project managers, Sate to Block level Officers working on development of public services in various Govt. departments for end-to-end data integration, modeling, and visualization on educational data.

I gather data from the various sources; Govt. websites using APIs, Collection manuals, Surveys and identify issues with the quality of data and own the rectification process of the data to ensure consistency.

I design and develop intuitive Dashboards & Reports to display the data in a meaningful manner. I help the website application development teams in various sectors to publish the data and reports.

In my role I act as a bridge between public departments and technical teams to gather data requirements, creates dashboards and present it to the website development teams.

Self-motivated and pragmatic communicator who works independently and also collaborates well with the team. Have the ability to go deep in technology and quickly ramp-up tools. Ability to multi-task without compromising on quality.

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| **Core Strengths and Knowledge**   |  |  |  | | --- | --- | --- | | * Financial Analytics * HR Analytics * Unified Automation System * Student Management System * Child Tracking System * Teacher Management System * Unified School Education System | * Data Quality * Data Mapping * Data Modeling * ETL Process * Dashboards & Reports designs | * Power BI * DAX * Power Query * MS SQL Server, MySQL, * Adv. Excel * UNIX * HTML * SharePoint * Office 365 |   **Professional Experience** |  |

**Data Analyst, Samagra Sikhya Abhiyan, OSEPA Dec-2012 – Current**

In my role, I collect the data from the root level officials in the education sector. I rectify the data and validate it with the various departments. I am involved in defining, designing, development, administration and maintenance of various reports, dashboards and visualizations.

**Responsibilities:**

* Design and development of Power BI dashboards for institutional reporting, focused on student performance, retention rates, course completion, and faculty effectiveness.
* Delivered an interactive Power BI dashboard with drill-downs for State, District, and School Category, reducing manual report preparation by 50% and improving policy-level decision-making.
* Built a self-service Power BI dashboard for teachers and administrators, enabling early identification of at-risk students and improving academic outcomes by 15%.
* Delivered a centralized Teacher Management dashboard that reduced manual HR reporting by 65%, improved workforce allocation, and enabled data-driven decisions.
* Delivered a comprehensive School Management Dashboard that automated manual reporting, improved resource allocation, and reduced report preparation time by 70%.
* Produce quarterly interactive enrollment analysis report to track student enrollment trends across various programs and identify at-risk students, resulting in a 20% improvement in student retention strategies.
* Develop ad-hoc and custom report needs for the finance department, analyzing budget allocation and expense forecasting to assist in strategic financial planning for the department.
* Work closely with academic and administrative departments to understand their data needs and deliver tailored, actionable reports that helped drive improvements in student engagement and outcomes.
* Develop dynamic Power BI reports to track key metrics, including student grades, attendance, teacher performance, and district-level budget utilization.
* Proactively create and look for improvements in different types of dashboards, allowing stakeholders to identify achievement gaps, and make data-driven decisions for academic interventions.
* Support information needs for data-driven decisions on resource allocation, curriculum planning, and teacher professional development by creating easy-to-understand, visually compelling reports.
* Work on Power Query and DAX to clean and transform data from multiple sources (e.g., Excel, SQL databases, cloud systems) to create actionable insights.
* Conducted training for school district staff and administrators, ensuring they were equipped to use report end-users.

**Senior Executive, EXL Services, Pune Dec, 2008- April-2012**

As Senior Executive, I involved in handling high-volume **policy and claims data entry** for a general insurance company. The primary objective was to ensure accurate input of client and policy information into the company’s system, along with verification and documentation for compliance and auditing purposes.

**Responsibilities:**

* Entered and updated customer data, policy details, and claim forms into the insurance management system.
* Verified policy documents, KYC records, and claim applications for completeness and accuracy.
* Maintained physical and digital records of all transactions and supported document scanning and indexing.
* Cross-checked data entries against source documents to ensure consistency.
* Coordinated with underwriting, claims, and customer service departments for missing or incorrect information.
* Handled confidential client data in compliance with data protection and insurance regulatory standards.
* Generated daily and weekly reports on completed and pending data entry tasks.
* Responded to internal queries related to policy status, documentation, and records.
* Maintained **99.8% data accuracy** across the records.
* Reduced document processing time by 20% by streamlining file organization and entry methods.
* Recognized for consistently meeting daily productivity and accuracy targets.

**Academics**

* Master in Computer Application, IGNOU-2007
* B.Sc. Physics, F.M. University Orissa, 2001