MD TANBIR RJA

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PROFESSIONAL SUMMARY

Aspiring **Data Analyst / MIS Executive** with strong expertise in SQL, Excel, Python, and Power BI. Skilled in transforming raw data into actionable insights through advanced analytics, visualization, and reporting. Experienced in supporting family retail operations, applying data-driven approaches to improve efficiency and reporting. Seeking to leverage analytical skills and technical knowledge to contribute to business intelligence and decision making.

CORE SKILLS

- SQL: PostgreSQL (queries, joins, CTEs, window functions)
- Excel: Advanced Excel, Power Query, Excel with AI
- Power BI: Dashboards, DAX basics, data modeling
- Python: pandas, NumPy, matplotlib, seaborn
- Data Analysis: Cleaning, transformation, visualization, reportin g
- Other Tools: GitHub, Jupyter Notebook, MS Word & PowerPoint

BUSINESS SKILLS

- Operations & Inventory Analysis
- Process Understanding
- Problem Solving
- Reporting & Documentation

EXPERIENCE

Operations & Data Assistant (Family Business)

Jahagir Kirana Pasal, Malangwa 2013 – Present

- Maintained daily sales, billing, and inventory records ensuring accurate data capture.
- Prepared Excel-based reports for sales trends, inventory levels, and daily/weekly summaries.
- Assisted in stock movement analysis to identify slow-moving items and reduce losses.
- Supported basic operational decision-making through data-driven reporting.
- Developed practical understanding of supply flow, inventory control, and operational data.

PROJECTS

COVID-19 Global Data Analysis – Portfolio Project

- Analyzed large-scale global COVID-19 datasets covering 209 countries.
- Cleaned and prepared data using Excel, Power Query, and Python (Pandas).
- Stored data in PostgreSQL and performed analysis using SQL (CTEs & window functions).
- Built Power BI dashboards with KPIs, maps, and time-series trends.
- Generated insights on case growth, mortality rates, and regional comparisons.

HR Analytics – End-to-End Data Analysis Project

- Analyzed employee attrition data using Excel, SQL, Python (basic EDA), and Power BI.
- Cleaned and standardized datasets (null handling, duplicates).
- Built PostgreSQL database and analyzed attrition by department, income, overtime, and role.
- Created interactive Power BI dashboard highlighting attrition trends and key drivers.

CERTIFICATIONS & TRAINING

- Python for Data Analysis – Simplilearn SkillUP (2025)
- Data Analyst 101 – Simplilearn SkillUP (2025)
- Free Data Analyst Course – Simplilearn SkillUP (2025)
- Microsoft Excel with AI Masterclass (2025)
- Power BI (7 Hours) – Learn More Pro (2025)
- 30-Day SQL Micro Course – Learn More Pro (2025)
- Fintech Skill Development Program – Fondi (2024)
- Trial Internship – Community & Growth Division – Fondi (2024)

EDUCATION

Bachelor of Business Studies (BBS)

Sarlahi Campus, Tribhuvan University 2021 - 2025

LANGUAGES

English | Nepali | Hindi | Urdu