

Nisha Singh

Data Associate (Entry BI)

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Summary

Entry-level BI professional transitioning from operations analytics. Comfortable with **Excel** and introductory **Power BI**; learning **Python**. No hands-on experience with **SAP ECC/CRM**; eager to contribute to data quality and documentation.

Core Skills

Excel, basic Power BI, data cleaning, documentation, stakeholder communication, Agile basics.

Experience

Reporting Coordinator — NovaCare Pvt Ltd (Pune) | 2023–Present

- Prepared weekly ops dashboards in Excel; migrated starter visuals to Power BI.
- Helped maintain SOPs and glossary entries for metrics.

Operations Analyst — Starline Logistics | 2021–2023

- Tracked process KPIs and compiled monthly packs for leadership.
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Education

B.Sc., Statistics — Savitribai Phule Pune University