

Er.Tripti Yadav

Aspiring Associate Data Analyst | SQL & Excel Specialist | Data Enthusiast

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📍 KATHMANDU

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Professional Summary

Motivated IT graduate with 2+ years of experience in technical support and data handling. Skilled in SQL, Excel, and data analysis to generate actionable insights. Proven ability to streamline data processes, improve accuracy, and support data-driven decision-making.

Key Skills

- **Data Analysis:** SQL (advanced), Excel (PivotTables, VLOOKUP, charts), data cleaning and validation
- **Technical Tools:** ERP support, Postman (API testing), basic Python for data tasks
- **Analytical:** Report generation, problem-solving, trend analysis, KPI tracking
- **Soft Skills:** Communication, client interaction, teamwork, proactive learning

Professional Experience

2024/06 – 2025/02 Kathmandu	ERP Data and Support Specialist <i>Dynamic Technosoft Pvt. Ltd.</i> <ul style="list-style-type: none">• Reviewed ERP records for accuracy and completeness (student info, attendance, fees).• Identified and documented data errors and inconsistencies for the development team.• Summarized trends and issues in Excel reports to help management track system performance.• Assisted users by resolving data-related queries and ensuring smooth ERP usage.
2024/01 – 2024/06 KATHMANDU, Nepal	Clinical SAS Programming Intern <i>Numeric Mind</i> <ul style="list-style-type: none">• Gained hands-on experience with data merging, validation, and analysis using SAS.• Learned CDISC standards (SDTM and ADaM) and applied basic data manipulation techniques.
2021 – 2023 KATHMANDU, Nepal	Data Entry Specialist <i>Cloudfactory</i> <ul style="list-style-type: none">• Extracted and entered critical information from payment slips, bills, and documents into designated fields with 100% accuracy.• Verified and cross-checked dates, amounts, and details to avoid inconsistencies.• Maintained organized records to ensure reliable data for further processing.• Developed strong attention to detail and efficiency in handling large volumes of data.
2021 KATHMANDU, Nepal	Network Support Executive <i>Worldlink Communications Ltd.</i> <ul style="list-style-type: none">• Assisted in diagnosing network issues and maintaining operational logs.• Generated basic reports tracking customer complaints and network performance.

Education

2018 – 2023	Bachelor of Engineering in Information Technology (BEIT)
KATHMANDU, Nepal	<i>Pokhara University ,CGPA: 3.07</i>
2015 – 2017	Higher Secondary Education (+2)
KATHMANDU, Nepal	<i>Capital College Of Research Center,Percentages: 74.9%</i>
2010 – 2015	School Leaving Certificate(SLC)
Rajbiraj, Nepal	<i>Shanti Niketan Education Academy,Percentages: 79.9%</i>

Portfolio Projects (In Progress / Learning)

1.Academic ERP Data Analysis

- Analyzed student attendance and fee data from a simulated ERP dataset of 50 students.
- Cleaned and validated data using **SQL** and **Excel** PivotTables.
- Built a simple **Power BI dashboard** to summarize trends and highlight key insights.

2.Sales Trend Analysis – Small Dataset

- Created a dataset of 50–100 sales entries to identify top-selling products and revenue trends.
- Calculated total sales per product and region in **Excel**.
- Built a dashboard in **Power BI** to visualize trends and top products.

3.Nepal Retail Sales Analysis

- Queried and cleaned 100+ sales records using **SQL** and **Python (Pandas)** for accuracy and metrics.
- Created **Excel PivotTables and charts** to summarize top products, revenue trends, and regional performance.
- Built a **Power BI dashboard** to visualize insights and support business decisions.

Certificates

- Databases and SQL for Data Science with Python [🔗](#)
- Introduction to Microsoft Excel [🔗](#)

Languages

- English
- Nepali
- Hindi