

# SARTHAK THAKUR

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## SUMMARY

Business analytics professional experienced in MIS reporting, KPI tracking, and dashboard development. Skilled in Excel, SQL, and BI tools, with practical exposure through internships and projects. Pursuing an MBA in Data Analytics and seeking to contribute to data-driven reporting and operational excellence.

## WORK EXPERIENCE

### Database Intern – Myra's Academy (Remote) | Apr 2024 – Aug 2024

- Cleaned and managed data of 1,200+ students using Excel and SQL, improving reporting accuracy by 40%.
- Built automated dashboards reducing weekly manual reporting by 10+ hours.
- Supported LMS migration and data validation, improving retrieval speed by 35%.

### Project Management Intern – Talentship Global Advisory Forum (Remote) | Nov 2023 – Jan 2024

- Coordinated MIS reporting and KPI tracking for 3 Agile projects using Jira.
- Prepared analytics and status reports for leadership review.

### Web Designer Intern – ApneLog NGO (Remote) | Jun 2021 – Jul 2021

- Designed 5+ mobile-responsive web pages, improving engagement by 60%.
- Optimized SEO and accessibility, increasing monthly traffic by 2.3x.

## SKILLS

Python, Excel, SQL, Power BI, Tableau, MIS & Reporting, Dashboard Automation, Data Cleaning, Business Metrics, Jira, GitHub

## EDUCATION

MBA – Data Science & Analytics | Manipal University, Jaipur | 2024 – 2026

MCA (Coursework) – BMS College of Engineering, Bangalore | 2023 – 2024

BCA | DY Patil International University, Pune | 2019 – 2022 | CGPA: 8.69

12<sup>th</sup>- PCM,CBSE Board | Himalayan International School, Patna | 2018-2019 | 63%

## PROJECTS

### DataFlow Analytics – Data Analysis Tool | Live Demo: <https://data-flow-analytics.my.canva.site/>

- Built a web-based tool to analyze CSV/Excel files with KPI summaries and logical visualizations.
- Enabled Top/Bottom/Full dataset analysis and provided dashboard & guidance for Power BI & Tableau.

**E-commerce Sales Power BI Dashboard:** Developed an interactive Power BI dashboard analyzing 12 months of sales data across categories and regions for performance tracking. [LINK](#)

## CERTIFICATIONS

- GOOGLE DATA ANALYTICS – COURSERA
- DATABASES AND SQL FOR DATA SCIENCE WITH PYTHON – COURSERA
- PYTHON PROGRAMMING ESSENTIALS - COURSERA
- POWER BI FOR BEGINNERS- UDEMY

## ACHIEVEMENTS & ACTIVITIES

- Published an article in university magazine (STRIDE'23).
- Volunteered at Phase-Shift Tech Fest; managed operations for 10+ events.