**GAYATRI GAUTAM**

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**Objective:**

Professional Business Analytics with more than 9 years of work experience in ETL and Data visualisation. Motivated by challenges and dedicated professional working with highest ability. I am now looking to develop on my technical skills and focusing on customer satisfaction.

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| **Skills** | **Advance/Basic** | **Knowledge** |
| SQL | Advance | Store procedure, Backup, restore data, data connectivity, debugging, trigger ,Data security etc |
| Advance Excel | Advance with addin tools and VBA as require for automation | Extract Data from Pictures, VB MACRO, Slice & Dices, Xlookup, vlook, hlookup, pivot data validation, conditional , ifs, coutifs, sumifs, formatting , all charts and graphs, index, match |
| Tableau | Desktop, prep, server | ETL Process joins & union Dax expression Etc |
| PBI | Desktop, services | Data visualisation, data cleansing power pivot, query, view |
| Minitab | Basic | Mean, median, mode, hypothesis testing |
| SAP Hana | Advance In-built | payment Tracking, generating barcode & Payment releasing, restoring vendor history and compliance, extract DUMP |
| MS Word, MS Power Point | Advance | All table tools |

**Work Experience:** (9years 7 month)

* **Sr Analyst** in Eagle Constructions GWL (Aug 2020 – July 2021)
* **Duration** (11Month)
* **Tools** (Advance Excel, PBI, SQL, Agile, Google Sheet, Power Point).
* **Sr Analyst** in Lobo Staffing (Dec 2015 – June 2020)
* **Duration** (4Years, 6 Month)
* **Tools** (Advance Excel, SQL, PBI, Tableau, Google Sheet, SharePoint,

PowerPoint, Sap Hana)

* **Sr Process Analyst** in Infosys (Jan 2015 – Nov 15)
* **Duration** (11 Month)
* **Tools** (Excel, PBI, and SQL)
* **MIS Executive** in Excellent enterprise (August 2011 – Jan 2015)
* **Duration** (3Years, 5Month)
* **Tools** (Excel, Word, Minitab and Power Point)

**Project 1 #**

* **Client:** MP Road Development Corporation ltd (MPRDC)
* **Duration:** Aug 2020 – July 2021
* **Role:** Sr Data Analyst
* **Database & Tools:** Advance Excel (Pivot, all lookups, Data validation, Charts, & Formula etc.) SQL, Tableau, Agile, Google Sheet, Share Point.

**Project Description:**

**MPRDC**- State Highway Authority by Govt. of Madhya Pradesh With prime responsibility of developing entire network of State Highways, National Highways and Major Dist. Road repair, develop, improve, operate and maintain the roads, highways, express highways, bridges, culverts embankment, sideways, subways, flyovers, tunnels, railroads, multi - modal transport systems and infrastructure, models and complexes in India (MDR) through “public - private partnership" scheme and others being developed under the regular contract scheme others being developed under the regular contract scheme.

The **project object** is to find State wise Progress & Target Achievements through Real time Dashboard by use of Tools & technique (Power Bi & Tableau) & Track the Cost & performance State wise to improve the quality Road Network

**Roles and Responsibilities:**

* Built and automate the Area wise achievement.
* Daily Track work in progress Activities in excel by using Aggregate function like Xlookup, INT, Count If, Sum If Data Validation, Min, Max, IFS, Switch etc
* Created Store procedure in SQL to pull live data from DB and refresh in SQL Side
* Backup & Restore all the DB related to the Vendors & Contractor (work completion and work in progress data, Project cost data of different activities).
* Analysing work in progress activity of roads, highways, express highways, bridges, culverts embankment, sideways, subways, flyovers, tunnels, railroads, multi – modal
* RFD, RCA and Timeline for the work completion.
* Data Validation, Data blending, filtering, action in PBI.
* Creating data visualizing like Clustered column chart, Map, Heat Map line chart, slicer, Gauge visualizing etc.
* Creating calculated columns & measures with the use of Dax Expression
* Creating Row level security in PBI.
* visualising the number of Lane Wise & area wise Report (1L,2L,4L)
* Gathering Survey Report from DPR Team and analysing for sample & non sample area of work.
* Escalation Handling Related to Demand note
* Database & mail configuration in SQL server through FME Server
* Report gathering from different source for real time dashboard by interacting with Client Weekly on Friday Call
* Documentation Verification of Vendor and compliance Clearance data analysis.
* Providing training to the team to help in generating of Ad hoc Reports.
* Research all available technologies, resolve suitability & provide best solution for the current ongoing project.
* Troubleshooting of database and maintaining the security of the database.
* Work with business owners of data to assist them with quality.
* Financial funding model for month wise, Quarterly & yearly, budgeting & forecasting.
* Taking Follow up of timely assessment & filing of direct & indirect Tax from Internal department & client for smooth running of the project.
* Document maintenance related to ongoing project with security & backup procedure.

**Project 2 #**

* **Client:** Tata Tele services ltd
* **Duration :** (Sep 2019 – June 2020)
* **Role:** Circle Data Analyst (MPCG)
* **Database & Tools:** Advance Excel (Pivot, all lookups, Data validation, Charts, & Formula etc.) SQL, BI, Google Sheet

**Project Description:**

**TTSL**- It is one of India’s leading mobile telecom service providers delivering mobile connectivity and services to consumers across the country. The company has been at the forefront of redefining the telecom experience in India, launching innovative products and services, playing an enabling role in simplifying consumer lives and expanding digital inclusion. It is the first private telecom operator to launch 3G services in India in November 2010. Over the years, Tata Teleservices Limited has been a key driver of the telecom revolution in the country. In non-voice services, the company through its wide range of pioneering offerings such as e-Governance, Machine to Machine (M2M) and m-Remittance (m-Rupee) services, has helped in improving citizen services, public safety and governance.

The **project object** is to improve Circle Wise Performance analysis & Target Achievements through Real time Dashboard and story board by use of Tools & technique through IOT Device and connect with multiple sources like SQL, Excel, Sap Hana, and PBI to improve customer Service with Zero Escalation.

**Roles and Responsibilities:**

* Using SQL for running and monitoring daily cut data
* Creating PBI report in direct query Mode.
* Creating calculating Colum with DAX Expression
* Creating Data Visualization through Bar charts, Tree map, Pie Charts, line Charts, Dual axis’s chart, scatter plot, staked bar chart.
* Accessed and used various data source to pull data for report and analysis
* Using Tableau for ETL process like table joins, union from same data source and performing cleansing and data validation.
* Help & support Team to improvements to reporting through tools & technique to increase the ability & minimizing their time of work.
* Maintaining, Developing Financial Metrics Proper accounting of vendor expenses on route to minimize the company cost.
* Preparing Material Requirement, its consumption & the timeline for the completion of the given project.
* Extracting the payment Dump from SAP Hana analysing, managing and tracking the payment history of vendor through Barcode ID, vendor codes circle wise.

**Project 3 #**

* **Client:** Tata communications ltd
* **Duration :** (Dec 2015 – Aug 2019)
* **Role:** Circle Data Analyst (MPCG)
* **Database & Tools:** Advance Excel (Pivot, all lookups, Data validation, Charts, & Formula etc.) SQL, Tableau, Google Sheet, Share Point.

**Project Description:**

**TCL**- A digital transformation of enterprises globally, including 300 of the Fortune 500 – unlocking opportunities for businesses by enabling borderless growth, boosting product innovation and customer experience, improving productivity and efficiency, building agility and managing risk. With its solutions orientated approach, proven managed service capabilities and cutting-edge infrastructure, Tata Communications drives the next level of intelligence powered by cloud, mobility, Internet of Things (IoT), collaboration, security and network services. Tata Communications carries around 30% of the world’s internet routes and connects businesses to 60% of the world’s cloud giants and 4 out of 5 mobile subscribers. The Company’s capabilities are underpinned by its global network, the world’s largest wholly owned subsea fibre backbone and a Tier-1 IP network with connectivity to more than 200 countries and territories. Tata Communications Limited is listed on the Bombay Stock Exchange and the National Stock Exchange Tata Communications has been a part of the rich heritage of the internet in India.

The **project object** is to find Circle Wise, Individual, city and Local area wise Performance & Target Achievements through Real time Dashboard and story board by use of Tools & technique through IOT Device and connect with multiple source like SQL, Excel, Sap Hana, PBI, Tableau to improve the performance of the circle and help management to take data driven decision.

**Roles and Responsibilities:**

* Identifying key areas of improvement & reduce risk & improve both quality & services by Extracting data from in-house tools in the form of .CSV file Excel file & text File.
* Data gathering for the real time dashboards and other reports by interacting with Client
* Analysis and Modelling of Fibres Cut Report in PBI and Tableau depend on the Data visualization requires.
* Working on SQL for Fact and dimension modelling.
* Creating calculated column & measure with use of Dax Expression.
* Performing ETL task to cleaning, and validating the data through power pivot, power query, Power view before sending the final report to the client.
* Sharing of PBI and Tableau.
* Built and automated the PBI and Tableau for the client to reduce the time of monthly data cleansing and creating report in Excel.
* Creating Data visualisation through line charts, Bargraph, bullet Graphs for KPI progress, gantt charts, bubble charts, Pie charts, Tree Map
* Developing & Maintaining Advance reporting & presenting on weekly basis with stakeholders of the company.
* Conducting GST filing related training to vendors to access the portal.
* Escalation handling issue based on given SLA Timeline.
* Conducting weekly & monthly calls with stakeholder & client for overview of Dashboard & help them to improve their maximum performance with minimum cost.
* Creating KRA database to measure the performance Metrics of the circle, Efforts & Output given by the circle
* Creating and Analysing of monthly & yearly fibre cut report, RFO, RCA & RFD delivery by Circle & the timeline to close.
* Project Documentation handling like KPI creating every month for Sign off and checking the documentation and compliance clearance for on-going project.
* Preparing cost sheet of material & labour used
* Daily & monthly Analysis of large data set (Major Event report) happening on
* Built ad hoc analysis & communication for strategies operations for data driven decision
* Preparing quarterly & annually Audit Report of Team Lead & Circle Head
* Providing monthly Training to Team to improve the performance with Dataset

**Project 4 #**

* **Client:** CISCO
* **Duration :** (Feb 2015 – Nov 2015)
* **Role:** Senior Process Analyst
* **Database & Tools:** Excel, PBI, and SQL

**Project Description:**

The **project** **object** isto handle financial escalation of the client by extracting PBI report and performing direct query in SQL to get better insight resolution on Commission.

**Roles and Responsibilities:**

* Working on data structures to make data compilation business ready.
* Maintaining client account records using SAP Hana and SQL
* Timely SLA, client handling, and problem resolution.
* Using SQL as primary query language & BI tools to carry out data extraction requirements and resolving Client Issue through Cisco WebEx
* Creating Data validation
* Transforming, integrating, and loading data into data warehouse using SSIS
* Expertise in data Extraction, transformation and loading using various tools like SSIS, Oracle BI, and Excel.

**Project 5 #**

* **Client:** Excellent enterprise
* **Duration :** (August 2011 – Jan 2015)
* **Role:** MIS Analyst
* **Database & Tools:** Excel, PPT, Minitab, MS Word

**Project Description:**

The **project** **object** isto Work on large and unstructured datasets and arranging variables as per business requirements. Using tools like Excel and Macro to enlarge data focus areas. Maintaining client side performance records table and helping in business report creation process. Fed business teams with datasets as and when necessary, record keeping.

**Roles and Responsibilities:**

* Importing and exporting data from text files, creating advance filtering using database functions.
* Creating Pivot and Charts, Modifying Pivot, Filtering Grouping the Pivot Table.
* Designing, Record and Execute Macros to automate data entry Inputs.
* Formatting the data using conditional formatting as per the need of management
* Creating Data Validation for avoiding manually entered data
* Perform Data Manipulation, Transformation, and cleansing.
* Manage and maintain Data accuracy for managers in decision making.
* Using Index Matching and Vlookup, Hlookup to fetch matched data from spread sheet.

**Basic Knowledge as Per Requirement**

* Python (Basic knowledge)
* Red hat Linux (Basic Knowledge like SAMBA Security)

**Education:**

* B. Com in Computer Sciences from B.S.S.S. College, Bhopal (2011)
* MSC CS (2019)
* Data Science Certificate 2019 (UC-OVR4NSXU)

**Achievements**

* 2 RNR Award 2015,2017
* 3 Appreciation mail from client end
* 4 Performance Bonus
* Best Employee of the Year certification from company (2020)

**Regards,**

GAYATRI GAUTAM

Date:-

Bhopal (M.P.)