Business Intelligence Analyst/Data Analyst with around 4+ years of experience in evaluating business operations and analytics l tools for effective analysis of data and business problems. Experience in evaluating business requirements to develop rich, interactive reports and dashboards. Hands-on experience in Data Analytics and Data base concepts. Proficient in Microsoft Power BI, Microsoft Excel, SQL, Google Data Studio.

Skills Summary

- Hands-on experience with Analytics tools like **SQL** and **Advanced Excel** and **Power BI**.
- Working knowledge of Microsoft **SQL Server Database**.
- Have experience of the Business Intelligence tool **Power BI**.
- Good experience in **Exploratory Data Analysis**, Predictive modeling, Visualization, creation of dynamic dashboards & Reports.
- Proficient in Using Advanced Excel Functions and Formulas (**VLOOKUP, Pivot Tables and Charts** Etc.) to Manipulate, Transform, Interpret and Visualize Datasets to get useful insights as per Business needs.
- Knowledge in **Power BI visualizations** and dashboards creation using **Power BI Desktop**.
- Knowledge of generating reports from **SQL server** in **MS Excel**.
- Experience in understanding industry-level databases and writing complex SQL queries for optimized reports and exporting purposes.
- Presented findings and data to the team to improve strategies and operations
- Optimized data collection procedures and generated reports on a weekly, monthly, and quarterly basis
- Good team player and a quick learner.
- An effective communicator with excellent analytical, planning, and problem-solving skills.

TECHNICAL SKILLS

Advanced Excel | SQL | Microsoft Power BI

- Databases: MS SQL Server.
- Languages: Python
- BI Tool: Microsoft Power BI
- MS Office: Excel, Advanced Excel, PowerPoint
- Hive, debeaver, Salesforce

- PwC Power BI job simulation certificate

EDUCATION DETAILS

- Bachelor of Science in Life Science, Delhi University, 2018.
- Intermediate, CBSE, 2015.
- High School, CBSE, 2013.

PROFESSIONAL EXPERIENCE

AMERICAN EXPRESS, Gurgaon   **SEPTEMBER, 2024 - PRESENT**
BUSINESS ANALYST

- Handling Corporate GST process.
- Responsible for authorization date and giving insights for Portfolio planning, Goals and targets setting.
- Developed a product dashboard for the product team to analyze billing trends across various AMEX products, enabling data-driven decision-making.
- Worked on spend analysis Dashboard based on product wise, segment wise and commodity wise.
- Worked on weekly and monthly reports to audit customer's transaction and track their performance and characteristics. Automation in the existing report preparation process.
- Responsible for delivering solutions for end to end and full-service market research projects across diverse industries.
- Worked on multiple adhoc request and give solution for real time problem.
- Created a report to enable weekly monitoring of key customer billings to ensure timely action.
- Created end to end solution for new case request regarding spend analysis.

IPE GLOBAL LIMITED   **MARCH, 2024 – JUNE, 2024**
DATA & COMMUNICATION INTERN (Prabhat Poshan Saathi Project | HUL)

- Coordinated with project coordinators and handled their queries related to field operations
- Assisted in developing internal and external communications for the project
- Detail-oriented, thorough, and vigilant to collect all necessary data without missing critical components.
- Involved in **requirement gathering** phases to understand project requirements
- Designing, developing, and maintaining functional reports based on client requirements.
- Creating weekly and monthly project progress presentations for HUL, based on insights extracted from Solstice data using **MS Excel** and **MS PowerPoint**.
- Assisting project lead on the project documents including contract creation, communication collateral

- Skilled in using SQL to **join tables**, **filter results**, and **aggregate** data for meaningful insights.
- Created weekly defect reports and visualizations using Excel (**Lookup function, Pivot table, aggregate functions**) and presented insights to cross-functional teams
- Designed Interactive dashboards using **pivot charts** to monitor research progress for different research groups.
- Analysis of company's operations for trends, volume, demographics, and operator's metrics to support business decisions
- Displayed high Level of **Multitasking** skills to meetup Business requirements
- Collaborated with team managers and worked on **continuous improvement** of the process
- Used **Groups, Hierarchies, Combined Sets, Parameters, Calculated fields, Table Calculations** on various dashboards.
- Managing large data sets with functions: **IF, SUM, INDEX, MATCH, VLOOKUP**
- Debugging, escalating, and error triaging the bugs found in the technology