

MOHIT KAUSHIK

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PROFESSIONAL SUMMARY

Data Analyst with 2+ years of experience specializing in data analysis, reporting, and visualization. Proficient in SQL, Power BI, and advanced Excel, with a strong track record of delivering actionable insights. Skilled in creating tailored reports for various departments, including executive-level management. Experienced in managing CRM software and expanding knowledge in SAP modules (MM & SD).

EXPERIENCE

WALTER BUSHNELL SERVICES PVT LTD

Gurgaon

Jr. Data Analyst

08/2023 to Current

- Maintain the Master data at Admin Level of the User across the country and also for International Branches.
- Handles the International Sales Team for the Field work and for any type Technical Work and Reporting too.
- Create/ Maintain the Review data for Monthly review with Director of the Company.
- Create Dynamic dashboards in Excel with the help of multiple formulas and pivot table according to the requirement of the team which has multiple reports and share it to different Managers and Director (GM, ZM, RM, AM) in the Organization.
- Collected, organized and input information into databases for storage.
- Analyzed and tracked data to prepare forecasts and identify trends.
- Developed SQL queries to obtain complex data from tables in on-site and remote databases.
- Evaluated complex data sets to identify business opportunities and threats.
- Facilitated strategic decision-making by creating detailed reports across multiple data axis.
- Monitored system performance to identify weaknesses, bottlenecks and inefficiencies.
- Synthesized large datasets into actionable insights, elevating decision-making.
- Analyzed and tracked data to prepare forecasts and identify trends.
- Maintain and create data in SAP MM module. Create Customer and Partners to the company in SAP.

WM UNIVERSAL SOLUTIONS

Gurgaon

Jr. Process Analyst

09/2022 to 07/2023

- WM is a MNC and their branch is located in ASF Insignia SEZ
- Analyzing and evaluating existing business processes to identify areas for improvement and efficiency gains
- Provide exceptional customer support by promptly and effectively addressing customer inquiries and concerns through various communication channels, including phone and email.
- Utilize advanced Excel functions and formulas to analyze and manipulate data, generate reports, and streamline processes.

APOLLO247

Gurgaon

Data Analyst Trainee

03/2022 to 05/2022

- Employing Excel to clean, transform, and analyze large datasets, ensuring data accuracy and integrity
- Developing and implementing data preparation methodologies and workflows to streamline processes and improve efficiency
- Employed distributed data/computing tools, such as
- Presenting data findings and recommendations to the CEO of the branch, highlighting the potential impact on business growth and success
- Aided data analyst in managing creation, updates and deletion of master data to maintain accurate settings

and security.

- Assisted with data storage structures, data mining and data cleansing for archiving and updating.
- Creating insightful reports, dashboards, and visualizations to communicate data-driven insights and support decision-making.
- Utilized tools and programs to extract data required for projects, enhancing speedy outcomes.
- Assessed data to identify trends and stay abreast with innovation, performing best practices.
- Promoted initiatives for data integrity and normalization to consolidate data from disparate sources.

CORE QUALIFICATIONS

- Excellent communication skills
- Advanced Excel
- Adaptability
- Team player
- Problem-solving and Critical Thinking
- Advance Excel
- Dynamic Dashboard
- Data collection and analysis
- Data Visualization
- Data validation
- Team Management
- Attention to detail
- SAP (MM & SD)
- Power BI (Basis)
- SQL (Intermediate)
- CIMADS (Local software for Customer Maintains)
- SFE System (CRM Software)

EDUCATION

MASTER OF BUSINESS ADMINISTRATION: MARKETING AND DATA ANALYSIS 2024

Lovely Professional University, Chandigarh, CH

BACHELOR OF BUSINESS ADMINISTRATION: DATA ANALYSIS WITH 07/2021

PDM University, Bahadurgarh

INTERESTS

- listening Music
- Reading Books
- Develop a new hobby
- Video/photo editing

CERTIFICATIONS

- Data Analyst 360 Degree
- Summer bot camp in Python with ML

