

CLIENT NAME

City, State Zip Code ▪ 123.456.7890 ▪ infotech@email.com

~ DATA ANALYST ~

QUALIFICATIONS PROFILE

Analytical and forward-thinking professional, offering comprehensive experience in data analysis and project management to deliver impactful insights and drive operational success.

Well-versed in analyzing complex data sets, developing predictive models, and translating technical findings into strategic recommendations for stakeholders at all levels. Adept at developing tailored solutions aligned with organizational goals using Tableau, SQL, and Google Analytics. Articulate communicator with effectiveness in collaborating with diverse professionals to streamline workflows, optimize business processes, and achieve measurable outcomes. Multilingual in English, Hindi, Punjabi, and Spanish.

CORE COMPETENCIES

**Data Collection and Visualization | Statistical Data Analysis | Predictive Model Development | Risk Stratification
Data Integration and Transformation | Data-Driven Decision Making | Data Dashboard Creation | Data Governance
Clinical Data Analytics | Patient Journey Mapping | Real-Time Data Monitoring | Quality Control and Assurance**

RELEVANT EXPERIENCE

Organization Name | Location

Business Analyst

06/2019–06/2021

- Established strategic relationships with key stakeholders to gain understanding of customers' industries and develop strategic roadmaps.
- Built a network of mentors and support systems for healthy business relationships and sustainable collaboration.
- Cultivated and monitored critical performance metrics for team meetings, customer lifecycle stages, and engagement analytics to foster transparency and enhance decision-making.
- Led all SDLC phases, including planning, development, analysis, execution, monitoring, and control, for enterprise account lifecycles, financial projections, and operational enablement.
- Performed data reporting through SQL, Salesforce, Tableau, PowerPoint, and Excel to derive performance insights, support organizational objectives, and boost regional software and hardware sales.
- Ensured concise and clear translation of licensing policies of hardware and devices for customer success (CX).
- Worked to resolve daily operational challenges, utilizing data validation to streamline account-based revenue cycles and improve overall business outcomes.

Career Highlights:

- ✓ Partnered with enterprise teams to transition service leads into major, minor, and prime accounts, enhancing lead integration and account management
- ✓ Generated over \$1M in accounts across diverse categories, which drove business growth
- ✓ Designed account inflow and outflow processes utilizing Agile.
- ✓ Launched a SharePoint-based website to increase team visibility, showcasing metrics such as quarterly acquisition ratios, case mapping, and key performance indicators (KPIs).
- ✓ Directed go-to-market initiatives for data center and software architecture, handling an enterprise portfolio with over \$20M in market sales and recurring revenue streams across the Asia Pacific (APAC) region.
- ✓ Evaluated external and internal factors to optimize service portfolio adoption, driving the acquisition of new leads, solidifying legitimate accounts, and strengthening business relationships.
- ✓ Collected data to produce actionable financial forecasts, which reduced costs and enhanced efficiency in product sales and development processes.
- ✓ Managed business escalations that drove agility in digital transformation initiatives and optimized service portfolio business modeling.

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Organization Name | Location

Operational Analyst Intern

06/2018–08/2018

- Conducted analysis of large datasets using Microsoft Excel, pivot tables, and VLOOKUP functions to recommend optimal product placements in a new warehouse based on customer trends and existing data.
- Served as a program solutions administrator, in charge of identifying and resolving process, data, and technology issues.
- Played an instrumental part in testing and validating over 10 projects daily, including campaigns, recruitment drives, and fundraising events, ensuring seamless execution.

Career Highlight:

- ✓ Redesigned processes and policies to enhance customer satisfaction, optimize internal financial performance, and align with budgetary goals.

Organization Name | Location

Software Developer Intern

06/2017–08/2017

- Carried out installation, configuration, and deployment of scripts in Linux to streamline server operations.
- Set up and configured the Apache web server to integrate Python and HTML projects into the company's server infrastructure.
- Aided high-profile clients, including Cisco, IBM, and HP, ensuring seamless service and customer satisfaction.

Career Highlights:

- ✓ Revamped the company's internal server, enabling advanced modular searches using customized regex search functionality.
- ✓ Introduced an innovative search query feature for log files in the internal server.

OTHER EXPERIENCE

Organization Name | Location

Fellow

01/2018–05/2018

Organization Name | Location

Marketing Intern – Administrative Representative

10/2016–03/2017

Organization Name | Location

Front Desk Coordinator – Administrative Representative

04/2015–05/2016

Organization Name | Location

Tutor

02/2013–05/2015

EDUCATION

Master of Public Administration

Institution Name | Location

Bachelor of Science in Business Administration, Minor in Management Information Systems

Institution Name | Location

Associate of Science in Business Administration of Finance for Transfer

Institution Name | Location

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PROFESSIONAL DEVELOPMENT

Certified Asset Management Professional (CAMP)

Certifying Institution

SQL Admin Certification | How to Analyze Business Metrics with SQL, Training Institution

Pivoting Sales, Leads, and Accounts with CRM | Salesforce Certified Administration, Training Institution

Financial Analysis, Training Institution

Project Management, Training Institution

ACTIVITIES

Volunteer Coordinator, Montessori Pre-school

Surgical Multi-Care Unit Volunteer, Doctors Medical Center

Marketing and Fundraising Coordinator, Financial Management Association

Volunteer, Empower and Excel (Non-Profit) | SEVA (Food Drive under HUD) | Braven Co-Hort

PROJECTS

Project Name: **System Analysis and Design Course**

Inclusive Dates

Organization Name

- Steered the planning and execution of implementation strategies, overseeing project timelines and ensuring seamless integration of resources and tasks.
- Utilized 2.0 UML models and diagrams for comprehensive analysis and modeling, enabling efficient project tracking, process optimization, and data-driven decision-making.

Project Name: **Business Programming Course**

Inclusive Dates

Organization Name

- Explored and tested various Python and SQL commands/functions to leverage capabilities in processing and analyzing business data.
- Created user-friendly Python desktop applications that allow for seamless interaction and deliver visualized data insights.

TECHNICAL SKILLS

Microsoft Office Suite (Word, Excel, and PowerPoint) | C | Tableau | Google Analytics | SQL | SharePoint | Salesforce