

MOHIT TANEJA

Data Analyst

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<https://certificate.grras.com/verify/1d09275e18577> Jaipur, Rajasthan



EXPERIENCE

MIS Analyst

Aakash Educational PVT Services Ltd

07/2024 - Present Jaipur

Educational services provider focused on quality coaching.

- Preparing reports and documents as per the office manager's daily requirements.
- Designing interactive and visually appealing dashboards for data insights.
- Ensuring tasks are completed within the given time frame through effective team management.
- Using advanced Excel formulas and functions for data analysis.
- Developing dynamic and automated dashboards in Excel for better decision-making.

MIS Executive

ICICI Prudential Life Insurance

09/2023 - 07/2024 Jaipur

Insurance and financial services company offering a range of products.

- Preparing daily reports and documents as per office manager's requests.
- Using advanced formulas, pivot tables, and automation for data processing.
- Creating dynamic and insightful dashboards for analysis and reporting.
- Managing and maintaining data for 2 to 3 partners on a daily basis.
- Ensuring timely task completion by effectively managing and guiding the team.

EDUCATION

Master of Business Administration

Manipal University

2024 - Present Jaipur

Bachelor of Commerce

Rajasthan University

01/2021 - 06/2023 Jaipur

LANGUAGES

English



Hindi



CERTIFICATION

DATA ANALYTICS

Completed a comprehensive Data Analyst Certification Course covering key concepts and practical applications in data analysis. Gained hands-on experience in data cleaning, analysis, visualization, and reporting using tools like Excel, SQL, Power BI, and Python.

- Data Analysis & Data Visualization Techniques*
- Excel for Data Analytics (Advanced Functions, Pivot Tables, Dashboards)*
- SQL for Data Extraction & Database Management*
- Power BI for Interactive Dashboards & Reporting*
- Python for Data Analysis (Pandas, Numpy)*

SUMMARY

I am a detail-oriented MIS Executive with expertise in data management, report generation, and business intelligence. My skills in Excel, SQL, Power BI, and Tableau enable me to effectively handle large datasets and automate processes, enhancing decision-making. I thrive in optimizing workflows and creating insightful dashboards, contributing to organizational success.

STRENGTHS



Data Management Expertise

Strong command of data analysis and reporting tools, with a focus on optimizing decision-making processes.

KEY ACHIEVEMENTS



Achievements in Dashboard Automation

Successfully designed and implemented automated dashboards that improved data reporting efficiency.

SKILLS

ERP Microsoft Advanced Excel

Microsoft Office SQL

Microsoft Power BI Desktop

Microsoft Power Point Python Macro

Dynamic Dashboards

INTERESTS



Travelling

Enjoys exploring new places and experiencing different cultures.



Bike Riding

Passionate about riding bikes and exploring trails.