

VIKAS KUMAR SINSINWAR

Data Analyst

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SUMMARY

Data Analyst with over three years of experience transforming data into actionable insights using Excel, Power BI, and Tableau. Demonstrates proficiency in data cleansing, statistical analysis using Python and R, and MySQL database management. Committed to delivering data-driven solutions and optimizing business processes.

WORK EXPERIENCE

Data Analyst 2025-02 - 2025-09

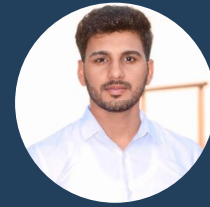
Absoft IT Solutation PVT Ltd Gurgaon

- Aggregated data from disparate sources, including databases and APIs, utilizing *Zoho Analytics*.
- Cleaned and structured data using *Zoho DataPrep* to enhance analytical utility.
- Employed *SQL* to conduct in-depth data analysis, identifying key trends relevant to business objectives.
- Developed interactive dashboards and reports with *Zoho Analytics* to facilitate data comprehension across the organization.
- Implemented automated data processing to streamline and expedite reporting procedures.
- Disseminated critical insights to the team, supporting informed decision-making processes.
- Integrated *Zoho Analytics* with both *Zoho CRM* and *Google Analytics* to provide a comprehensive data overview.
- Administered data access permissions to ensure stringent data security protocols.
- Customized reports with filters and drill-down functionalities, enabling detailed data exploration.
- Performed statistical analyses to derive actionable business insights.
- Collaborated with teams to define departmental data requirements, aligning data strategies with overarching business goals.
- Supported business forecasting and performance monitoring through comprehensive data analysis and reporting.
- **Enhanced data accuracy** through the application of *Zoho DataPrep* and rigorous data validation techniques.
- **Improved data security** by managing access controls within *Zoho Analytics*.

Data Management Executive 2023-09 - 2025-02

Regal Kitchen Foods PVT Ltd Baddi, Solan city, HP

- Acquired and structured datasets from various sources, including production records, utilizing *Excel* and *Google Sheets*.
- Maintained data accuracy and reliability across platforms to support data-driven decision-making processes.
- Generated reports detailing Key Performance Indicators (KPIs), production efficiency, and inventory levels.
- Analyzed data trends to identify opportunities for process optimization and improvement.
- Managed data analysis and Data Management Systems software to ensure operational effectiveness.
- Collaborated with the Information Technology (IT) department to troubleshoot system issues and enhance system availability.
- Developed MIS and DME protocols to improve data management performance and accuracy.
- Partnered with cross-functional teams to optimize workflows through the application of *SQL*, *Power BI*, *Tableau*, and *Looker*.
- Provided management with accurate and reliable data to facilitate strategic decision-making.
- Prepared comprehensive reports and presentations for management meetings.
- Ensured data and report compliance with relevant industry standards and regulations.
- Maintained detailed documentation of data analysis methodologies and systems.
- Trained staff on the effective utilization of data analysis tools and systems.



EDUCATION

B.Sc. (PCM)

SunRise University, Alwar

2015-07 - 2018-06 Alwar , RJ

XII th

Nirmal Happy Sr Sec. School

2012-07 - 2013-06 Hindaun city ,RJ

X th

Adarsh Vidhya Mandir Sr Sec. School

2010-07 - 2011-06 Hindaun City, RJ

SKILLS

Zoho Analytics
Looker
Power Point
MS Office Word
Data Analytics
Statistics
Python (Basic)
Power BI
Tableau
Data Management
Data Visualization
Power Query
Power Pivot
MySQL
Microsoft Excel (Advance level)
R
Google Sheets
ETL
Zoho CRM
Analytical Mindset
Teamwork & Collaboration
Data Cleaning & Data Governance
Dashboard Design & Report Automation
Clear Communication & Data Storytelling

INTERESTS & HOBBIES

Football Hockey Reading Books Driving Tracking

- Developed training materials for the deployment of new or upgraded systems.

Data Analyst Intern

2023-11 - 2024-05

AIvariant

Bengaluru ,Karnataka

- Collected data from databases, spreadsheets, and online platforms to *enhance analytical procedures*.
- Improved data accuracy by **15%** through *uniform data formatting protocols*.
- Analyzed data to **determine key trends** and develop actionable recommendations.
- Applied *statistical techniques and data visualization* instruments for thorough analysis.
- Communicated data insights via charts and dashboards to **foster improved dialogue and comprehension**.
- Designed visualizations for concise and accessible data display.
- Assessed data analysis results and presented evidence-based recommendations.
- Leveraged critical thinking to extract relevant findings from existing data assets.

Project:

Olist's Store Analysis (E- Commerce) :The primary goal of the olist's store analysis project is to extract actionable insights from olist's data. The dataset is meticulously cleaned and manipulated using tools like Excel and Power BI. Comprehensive reports, visualizations and Presentations. By examining various aspect, including sales performance , customer behavior , product performance, operational, efficiency and customer satisfaction. we aim to optimize operations and enhance the overall online shopping experience. In summary, the Olist's Store Analysis project equips olist's with data driven strategies, empowering them to thrive in the competitive e-commerce market.

Bank loan of costumer: In this project, we were provided with two datasets containing 39k rows each. The objective was to analyses the growth of loans that the bank experienced over a given period of years. we utilized MS Excel, MySQL, Tableau, and power BI tools for data cleaning, calculations, merging, and creating interactive dashboard. these dashboards helped visualize the bank's loan trends and patterns.

Associate Computer Operator- MIS (Adani Group) 2022-06 - 2023-08

MODERN VEER RAYS SECURITY FORCE (MSF)

Ahmedabad ,GJ

- Automated MIS reports to optimize data workflows and ensure timely insights delivery.
- Analyzed datasets using SQL and Excel to identify business trends and process enhancement opportunities.
- Used Python for data cleansing, analysis, and predictive modeling to support business forecasting.
- Designed interactive dashboards with Power BI and Tableau to visualize KPIs for management review.
- Collaborated with teams to maintain data integrity, reporting consistency, and automate manual processes.
- Administered and maintained the *Genetec Security Center* to integrate security systems.
- Configured and maintained security policies and user access levels within *Genetec*.
- Monitored alerts and video feeds for real-time incident response and security breach mitigation.
- Used *Genetec* tools for investigations, video footage review, and evidence gathering.
- **Ensured compliance** by monitoring access events and audit logs.
- Collaborated with IT and vendors to integrate security technologies.
- Maintained documentation and SOPs for security operations.
- Developed and implemented security policies to protect company assets and information.
- Managed access control and CCTV systems to secure company premises.
- Managed relationships with security vendors, **ensuring compliance** with standards and SLAs.
- Kept current with security laws and industry standards to ensure compliance.

LANGUAGES

- English
- Hindi

COURSES & CERTIFICATIONS

- Internship of Data Analyst Certificate by Ai variant (Code: AIV/23- 24/Q2/04/8734).
- Data Analyst Certification by Excelr Rasing Excellence (Reg/Cert No:18707/EXCELR/19012024).

- Rajasthan State Certificate of Information Technology (RS-CIT).
- In the year 8/23, Security & Facilitation Certificate by ICAO.
- In the year 11/ 22 , ICAO Annex- 9 Facilitation & DGCA Section - 3 Air Transport Series ' M' Part 1 to 7 . through Adani group.
- Avsec Awareness Certificate, Bureau of civil Aviation security by Ministry of Civil Aviation, Govt of India.

