


POOJA PAWAR

Data Analyst

 : pooja.pawar511@gmail.com

 : 9766426951

 : Pune, India, 412105

 : [Linked In](#)

 : [GitHub](#)

SKILLS

- ❖ **Excel** (Advance Excel, **VBA Macros**)
- ❖ Google sheet (appscript, macros)
- ❖ **Python** / R
- ❖ Data Visualization
- ❖ **Power BI** (Dax, Power Query)
- ❖ **Tableau** (Data Visualization, BI)
- ❖ **MySQL** (ETL, DDL, DQL, DML, DCL)
- ❖ Microsoft Office
- ❖ **Business Statistics**
- ❖ **Dashboards**
- ❖ **Data Analysis**
- ❖ **Dashboards**
- ❖ Adaptability
- ❖ **Management Skills**
- ❖ Communication
- ❖ **Teamwork**

EDUCATION

- ❖ Certified Data Analyst (Advance excel, macros, PowerBI, Tableau, MySQL, Python, Business Statistics, R) ExcelR, Pune
- ❖ Graduate (Computer Science)

PROFFSSIONAL STATEMENT

Skilled at loading, analyzing, and extracting insights from data. using VBA Macros in excel/G-Sheet to speed up manual tasks by creating automated processes. capable of developing data-driven solutions for business issues, as well as being able to spot trends in data, carry out statistical analysis, create a visualization using Excel/PowerBI/Tableau and provide useful information for decision-making.

PROJECTS

- 1. Credit Card Customers Analysis**
 - ❖ Visualized 10 requests using multiple charts in the dashboard.
 - ❖ Revealed that majority of customers tend to leave the bank after 36 months.
 - ❖ Calculated an average card utilization ratio is 27.5% which is in ideal range.
 - ❖ Built a Dashboard in PowerBI using Custom Visuals and 10 + measures and calculated columns.
- 2. Weather Forecasting Analysis**
 - ❖ Cleaned a corrupted year variable which shows 2022 fresumeor all fields where the given year range should be 2022 - 2033.
 - ❖ Analyzed the complete dataset and used MySQL to address 9 queries.
 - ❖ Designed visualization of 14 years of data (2022 – 2033) in Power BI using stacked bar charts, cards, line charts, pie charts, etc.
 - ❖ Forecasted next 2 years (2034 & 2035) data in Power BI for some variables.

WORK EXPERIENCE

1. MIS Analyst (HR Coordinator)

Vaco Binary Semantics LLP  Jul-2022 - Current

- ❖ Scheduled interviews for candidates across 10 roles, Maintain their data in **Excel**
- ❖ Formatting data used **SQL queries** making summary of data & reporting to the manager
- ❖ Visualize and communicate the insights, patterns, and trends from complex data sets using **Power BI, Python** & Excel / Google sheets
- ❖ Develop reporting the data & reporting infrastructure using **MS office** tools, VBA macros & **Charts**
- ❖ Examine real-time insights into the product, marketing funnels, and **business KPIs** with the help of Powe BI to reduce hard work & to save the company time
- ❖ Archaic operational report using **Power BI & Google sheets** using VBA macros & charts to find areas of improvement for employees
- ❖ Collaborated with **leadership** on recruitment strategies, development plans, **performance management**, and employee engagement to improve retention rates by 12%
- ❖ Assisted with new employee onboarding, and ensured all pre-employment **google forms** were completed within 72 hours
- ❖ Presenting Hourly, Daily, Weekly and Monthly **reports** on product development using google sheet

2. MIS Analyst (Customer Care Executive)

Vodafone Idea LTD  Dec-2016 - Jul-2019

- ❖ Demonstrate & giving presentation using **Excel** & MS Office **PPT** using **VBA macros** of upcoming promotions or deals
- ❖ Handling customer concerns and complaints trying to resolved it withing 48 hours
- ❖ Develop **reports** in Excel based on customer satisfaction **statistics** and helping team to develop new skills
- ❖ Dealing with customer issues and churning out an easy-to-follow solution & keep maintaining **churn rate less than 10%**
- ❖ Manage & Maintain Customer data in excel using VBA Macros to speed up manual tasks by creating automated processes getting useful insights, Trends **reporting** to the manager & used information to increase the product sales