NAVEEN SHARMA

DATA ANALYST

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PROFESSIONAL SUMMARY

Data Analyst with 3+ years of experience in data analysis, business intelligence, dashboard development, and reporting automation. Proficient in SQL, Python, Microsoft Excel, Power BI, and Tableau. Experienced in analysing datasets containing 500,000+ records. Illustrative achievements include reducing reporting time by 40%, improving data accuracy by 25%, and supporting business initiatives associated with a 12% improvement in campaign conversion rates. Skilled in KPI monitoring, data cleaning, exploratory data analysis, statistical analysis, and stakeholder management.

TECHNICAL & FUNCTIONAL SKILLS

Technical Skills: SQL, Python (Pandas, NumPy, Matplotlib, Seaborn), R, Microsoft Excel (Advanced Pivot Tables, VBA, Power Query), Power BI, Tableau, Git

Data Management & DB: MySQL, PostgreSQL, ETL Pipelines, Data Cleansing, Data Modeling, Schema Design

Analytics & Methods: Exploratory Data Analysis (EDA), Statistical Analysis, A/B Testing, Predictive Analytics, Metric Definition, KPI Tracking

Soft Skills: Cross-functional Stakeholder Management, Requirement Gathering, Business Reporting, Data Storytelling, Problem Solving

PROFESSIONAL EXPERIENCE

DATA ANALYST — Analytics Solutions Pvt. Ltd. Bengaluru, India | Jul 2024 – Present

- Designed, built, and maintained 15+ interactive Power BI and Tableau dashboards to track executive KPIs across marketing, operations, and sales metrics for cross-functional teams.
- Analyzed complex customer behavior and transactional datasets exceeding 500,000+ rows using SQL and Python, generating actionable insights that boosted campaign conversion rates by 12%.
- Automated recurring weekly and monthly operational reports using Python scripts and SQL views, cutting manual reporting time by 40% and eliminating human data entry errors.
- Implemented rigorous automated data validation rules and cleansing routines in SQL, enhancing overall enterprise data accuracy by 25%.
- Partnered closely with product managers and business stakeholders to translate vague business requirements into clear data specifications and structured dashboard schemas.

JUNIOR DATA ANALYST — TechMetrics Information Services Bengaluru, India | Jun 2023 – Jun 2024

- Extracted, cleansed, and transformed structured raw data from MySQL databases using Python and Advanced Excel, preparing standardized analytics datasets.
- Developed customized Excel macros and Power Query pipelines to process weekly vendor performance reports, reducing data processing turnaround time by 30%.
- Conducted exploratory data analysis (EDA) and ad-hoc statistical queries to support senior leadership in strategic quarterly planning and resource allocation.
- Created comprehensive technical documentation, data dictionaries, and reporting SOPs to facilitate smooth team onboarding and knowledge transfer.

EDUCATION

Bachelor of Technology (B.Tech) in Computer Science & Engineering Graduated: 2023
Visvesvaraya Technological University (VTU) • Bengaluru, Karnataka

CERTIFICATIONS

- **Microsoft Certified:** Power BI Data Analyst Associate (PL-300)
- **Google Data Analytics Professional Certificate** – Coursera
- **SQL & Python for Data Science Certification** – Analytics Academy

ADDITIONAL INFORMATION

Languages: English (Professional), Hindi (Native/Fluent), Kannada (Conversational)

Interests: Open-Source Data Visualization Projects, Tech Blogging, Competitive Chess, Marathon Running