

Abhishek S

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WORK EXPERIENCE

Administrative Manager

Oct 2023 – Present

Gowri Automobiles | Chennai, India

- Managed day-to-day administrative operations ensuring smooth business functioning.
- Supervised a team of 15 employees, overseeing work schedules and resolving conflicts.
- Implemented inventory management system, resulting in a 20% reduction of excess inventory.
- Developed customer service protocols that increased customer satisfaction by 30%.
- Streamlined billing and accounting processes using QuickBooks, reducing billing errors by 25%.
- Analyzed sales data to identify trends and provide insights for business strategy.
- Architected and sustained robust Excel and SQL databases for detailed tracking of inventory and sales metrics, enhancing data integrity by 35% and improving inventory turnover rate by 15% within six months.
- Created dashboards and reports using Tableau to visualize business performance.

Data Processing Analyst

July 2022 – Sep 2023

NielsenIQ | Chennai, India

- Conducted in-depth market research and competitive analysis, resulting in a 15% improvement in understanding product value propositions in Excel and OGRDS.
- Information specialist on data and marketing for various product categories.
- Developed Tableau dashboards that enhanced data visualization, leading to a 20% increase in team efficiency
- Processed and analyzed large datasets to extract meaningful insights.
- Developed and maintained SQL queries for data extraction and manipulation.
- Collaborated with data engineering and analytics teams to ensure data accuracy and reliability.
- Revamped data workflows in OGRDS by implementing automated processes; boosted team efficiency by 15% and decreased manual data handling time by 25 hours per month. Conducted statistical analysis to support business decision-making.
- Participated in team meetings to discuss project progress and challenges.

EDUCATION

Master of Computer Applications (MCA) – Distance Mode

June 2022 - Present

Anna University (Chennai)

Bachelor of Computer Applications (BCA)

July 2019 - May 2022

DG Vaishnav College, Chennai (India)

SKILLS

- **Data Analytics and Data Manipulation:** Exploratory Data Analysis, Feature Engineering, NumPy and Pandas, and Data Models
- **Databases:** SQL including advanced techniques like table joins and aggregate analytical functions.
- **Programming language:** Python and C++
- **Web Development:** HTML and CSS
- **Data Visualization:** Tableau, Matplotlib, Data Insights Generation.
- **Cognitive Abilities:** Aptitude, Logical Reasoning, Presentation.
- **Data management:** Development and execution of architectures, policies, practices and procedures.
- **Microsoft Office Suite:** Advance Excel (Formulas & Functions, Data Analysis, Data Visualization, Data Manipulation) and PowerPoint.
- **Soft Skills:** Teamwork (Project Team Leader), Communication, Interpersonal Communication
- **Organizational Skills:** Analytical and Detail-oriented.

PROJECTS

Sales Data Analysis

- Retrieved, transformed, and loaded (ETL) sales data using SQL.
- Evaluated data to discern sales trends and customer purchasing patterns.
- Constructed dashboards in Tableau to visualize sales performance metrics.

OTHER ACHIEVEMENTS

- Received “ON THE SPOT & STAR PERFORMER” Award.
 - Recognized for exceptional performance in a critical project where accuracy, efficiency, and quick decision-making were paramount.
- Got “100% Quality Award” of the month.
 - Received the prestigious "100% Quality Award" for maintaining the highest standards of accuracy and precision in data processing tasks.
- Conducted a Technical College Event in DG Vaishnav College, attracting over 300 college students from multiple Colleges and Managed Event Logistics, Including Budget Scheduling.
- Organized a college trip for 80 Students to Kerala, handled all aspects of the trip including transportation, accommodation.