



Pooja

Data Analyst

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Current Location – Delhi NCR



Technical Proficiency: -

- ◆ Having 3 Years of Professional experience as, working on **Power BI Desktop, Power BI Services, Tableau Desktop, SQL Server, and Alteryx.**
- ◆ Having Good Experience in **Power BI Desktop** and Services Development and working on the Power BI reports & Dashboards with SQL Server.
- ◆ Hands-on experience in **Power BI Desktop** in migration of excel based reporting to Advanced Power BI dashboards.
- ◆ Proficiency in designing, developing, and maintaining **Power BI reports and dashboards** based on **business requirements.**
- ◆ Proficient in writing **DAX calculations** using MS Power BI Desktop like aggregation, cumulative total, calculations, Previous Year, Quarter, and month's comparisons
- ◆ Experience in importing data from multiple data sources into **Power BI Desktop**, creating relationships between tables, calculated columns, and measures using DAX query.
- ◆ Having experience in creating different Charts like Line charts, Bar charts, Tables, Matrix, Area charts, Scattered charts, Tree maps, Doughnut charts, Waterfall charts, and Gauge charts

Work Experience: -

HCL Technology. (Data Analyst, Oct 2022 to Present)

ROLES & RESPONSIBILITIES

- ◆ Having good experience in creating dashboards and SQL scripts.
- ◆ Good knowledge of data extraction and expertise in creating Contract lifecycle management templates like Quotes, Agreements in the X-Author tool.
- ◆ Worked on Buganizer, Salesforce, Simba.
- ◆ Having good experience in generating weekly reports, tracking the projects & setting clear project milestones for a better opportunity.
- ◆ Ability to deliver weekly project updates to key stakeholders.
- ◆ Analyzing the data trends using BI tools Preparing Business requirement documents, Business scenarios.
- ◆ Creating user stories /KPI dashboards for stakeholders to understand market trends.
- ◆ Helps in improving business operations.
- ◆ Working with IT teams to explore solutions, analyze needs, and develop sustainable processes.
- ◆ Gathering requirements from the stakeholder and preparing the scope of work.
- ◆ Managing the stakeholders of the different departments.

Profile: -

- ✦ **3 Years of experience in Power BI Desktop / Tableau Desktop / SQL Server.**
- ✦ SQL Queries relevant to Power BI, Tableau Desktop, and Alteryx.
- ✦ Having a good experience with Alteryx automation (by using Alteryx Macro)

Achievements: -

- ✦ **Reward: -** Received “Pat on the back” award from HCL for excellent client feedback –Nov 2023.
- ✦ **Reward: -** Got “League of Champions” awards in June 2022 from Client “Google”.

Technical Skills: -

✦ SQL Server	★ ★ ★ ★ ☆
✦ Power BI	★ ★ ★ ☆ ☆
✦ Tableau	★ ★ ★ ☆ ☆
✦ Alteryx	★ ★ ★ ☆ ☆
✦ Excel	★ ★ ★ ☆ ☆

Academic Qualification: -

- ✦ MCOM from IGNOU, Delhi.
- ✦ BCOM from Delhi University.

Area of Interest: -

- ✦ Learning new technologies.
- ✦ Travelling and exploring places.
- ✦ Singing.

- ✦ Gathering functional requirements from the client, defining reporting requirements with the functional team and providing solutions, optimization of reporting solutions using **Power BI Desktop, developing KPIs** dashboard by taking data from online **Google Sheets** and presenting to the **client**.
- ✦ Auditing data and assuring the quality of the project as per the client.
- ✦ Creating tables, data manipulation, creating views, stored procedures and triggering in SQL for client.
- ✦ Responsible for deploying the project for clients using **Power BI** and **Tableau** by using data source **SQL Server**.
- ✦ Performing the prod test on the Agreement to send into production.
- ✦ Sending the weekly reports to the operations and client.
- ✦ Creating the CLM Templates, Agreements using X-Author tools Updating, Editing, Disabling Clauses & Templates.

Projects Done: (Power BI).

✦ **Project Name: - Conga Analysis.**

✦ **Domain: - Google Product**

✦ **Major Responsibilities: -**

- My major responsibility was collecting the monthly data by multiple teams, and managers decided spoke person.
- I have created a Google Docs folder and provided access to every team spoke person for maintaining the data on the same folder so that it can be used to take the decision on time.
- Stakeholder data I access by using SQL Server and matching the current live status.
- I did many Transformations in Alteryx by using the tools Join, Append, Union, Transpose, Cross Tab, Running Total, Interactive Chart, Report Map, T able Fuzzy Match, Tool Container, Action, and Control Parameter.
- Created attractive dashboard reports using a Line Chart, Pie Chart, Donut Chart, and Bar Chart in Power BI.
- After creating the report, we saved it in one drive for users so that, they can publish it on Power BI Service and take decisions time to time and track the current and complete number for taking the correct business decision.

✦ **Environment: - Alteryx, SQL Server, Excel and Power BI.**

Projects Done: (SQL Server).

✦ **Project Name: - Manpower and Resources (MPR) Analytics.**

✦ **Domain: - Retail.**

✦ **Major Responsibilities: -**

- Extracting data from SQL, Flat files, and Excel Files.
- Design and create SQL server tables to be used as Power BI source directly.
- Investigating missing data and data anomalies in source data after importing.
- Understanding the functional aspects of data and then generating the logic to get the required output.
- Import the processed data in the Power BI dashboard.
- Design various graphs like line visualization, heat maps, waterfall etc., filters, and trends in the dashboard for Promotions, Attrition, and new joiner

✦ **Environment: - Power BI-based Complex dashboard, SQL Server, Alteryx**