

# Neha Singh

## Data Analyst/MIS/Project Coordinator



5 Years 10 Months



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Data Analytics Aspirant with prior experience of Project Coordinator & having stronghold in MIS & Administration.



## Key skills

- Administrative Assistance
- Data Management
- MS PowerPoint
- Data Visualizations
- Data Analytics
- vLOOKUP
- MySQL
- conditional formatting
- pivot table
- Power BI
- Advanced Excel



## Technical Skills

- Advanced Excel
- Power BI
- Tableau Public 2023.1
- Python



## Personal Information

City **Ghaziabad**

Country **INDIA**



## Hobbies

- Listening Songs Watching Web Series



## Profile Summary

Analytical & highly adaptable Project Coordinator & Administrator with almost 6 years of experience facing challenges enthusiastically to achieve consistent quality results. Actively looking for opportunities in Data Analytics as a fresher.



## Education

**BCA, 2010**

**MCRP University**

**12th, 2007**

**Uttar Pradesh, Hindi**

**10th, 2005**

**Uttar Pradesh, Hindi**



## Work Experience

**Jan 2019 - Jan 2020**

Project Coordinator

**Essar Oil ( On Behalf of Alchemy Techsol India Pvt Ltd )**

1) Built Tableau Dashboard to visualize core project KPIs (e.g., development of IT infrastructure in the North Zone), saving approx. 5-10 Hrs. on weekly basis for manual reporting work. 2) Aggregated unstructured data from 1000+ petrol pump sites to build a clear picture of the on-going projects. 3) Resolved issues and disputes involving Divisional Automation Engineers (DAE). Maintaining Leave & Attendance record. 4) Identified tasks items, deliverables through President's e-mails and allocated those to respective departments and followed up for fulfilment of tasks. 5) Identified and worked to remove barriers for successful completion of the overall Automation projects of the North Zone, with particular emphasis on resolving issues with sub-contractors and DAEs. 6) Assist the Project manager in supervising the work of team members and tracking overall work progress. Arranged the travel and hotel arrangements for senior management keeping in mind the defined requirements 7) Define clear targets and objectives of the project and communicated with the other



## Languages

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- English
- Hindi



## Social links

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[www.linkedin.com/in/neha-singh-852b58194](http://www.linkedin.com/in/neha-singh-852b58194)

team members.

### Oct 2018 - Jan 2019

MIS Executive

#### **Ocado Fresh Garden Pvt Ltd (Sub division of DBISPL)**

1) Maintains MIS personal records of all the employees 2) To maintain the daily sales report (representative wise) 3) To prepare weekly & monthly MIS of payment posted to present targets & achievements. 4) To prepare weekly & monthly MIS of sales to present ratio targets vs. achievements. 5) To prepare reports of daily generated invoice. 6) To prepare weekly MIS of payment posted to present targets & achievements. 7) To prepare daily MIS of delivery details.

### May 2017 - Sep 2018

Administration Executive

#### **Database Infotech Services Pvt Ltd**

1) Marking of attendance Register on daily basis, updating records in Computer, and preparing the daily manpower report. 2) Supervising the day-to-day activities including housekeeping, staff welfare, asset maintenance, purchase, courier, stationery, vendors, office security, office warehouse and other basic requirements. 3) Assist the top management with specified projects such as planning events and seminars. 4) Maintaining Leave & Attendance record. 5) Keeping a track of all the couriers received and dispatched. 6) Tracking all the bills received and coordinating with the accounts department for the payment. 7) Ensuring safety of equipment/premises/documents of reception area.

### Jun 2013 - Oct 2016

Executive Project

#### **Accutek Services Pvt Ltd**

Project coordination for audit related Company in pharmaceutical industry. Managed multiple sites by fully tracking growth of each projects and also provided logistic support. Managed general administration as and when required.



## Projects

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### 5 Days

#### **ABC Call Volume Analysis**

Cal of the agent that can connect their calls with IVR and analyze the total no of agents were required to maintain the outliers below 10 percent

### 7 Days

#### **Portfolio Project Analysis**

Add the overall projects in one PDF file

### 10 Days

#### **Car Features Trend Analysis**

Analyse the trend that can every customer search to buy a new car and it's features.

### 10 Days

### **Bank Loan Case Study**

Analyze the bank loan defaulter with appropriate case study.

**15 Days**

### **Instagram Users Analysis**

Analyze the instagram users with best order to create visualize the users per hour per day spend time in instagram, best old users, best active users.

**10 Days**

### **hiring process**

Analyzing the process of hiring male and female rejections and average salary per department

**7 Days**

### **IMDB Movie Analysis**

IMDB movie analysis project on rating of the best movie, best director

**10 Days**

### **operation Analytics and metrics spikes**

Analyze users who spend how much time in gadgets and per hour per day click on which site.

**15 Days**

### **Credit Card Fraud**

1) Analyzed data regarding credit card fraud 2) Prepared data through Data Visualization 3) Prepared main data to detect the pattern of card fraud 4) Prepared the complete understanding of the data

**1913 Days**

### **Automation Coordination of Petrol Pumps**

Coordinating complete automation of petrol pumps for North zone.



## **Certification**

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- IBM Data science orientation
- Data Analyst Essentials
- Excel Essentials For Data Analytics