

SURABHI PANDEY

OBJECTIVE

Aspiring analyst eager to contribute to team success through my skills & work. Having 2 years of experience in Tableau, SQL & Advance Excel. Aspire to lean & grow with a long term commitment.

WORK HISTORY

BUSINESS ANALYST 12/2018 to 06/2020

American Express (Contract Payroll- Globiva Services Private Limited | Previous : Manpower Services private Limited), Gurgaon, Haryana

- **Data preparation** and **analysed data** from 1000+ monthly active applications then used output for getting business insights.
- Creating Sales dashboards according to the requirements using **Tableau**.
- Quarterly summary Dashboards for the sales channels.
- QC & Fraud Analysis for Supplementary Cards.
- Approve, manage, or coordinate the approval or rejection of AMEX Supplementary card from all over India along with data management.
- Processing application: Reviewed files, records and other documents to obtain business information and key data informing responses to development requests.
- Suggest implementation ideas for process automation.
- PCN generations for supplementary cards.

SKILLS

- | | | |
|------------------------------|-------------------|---------------------------------------|
| • Advance Excel | • Data collection | • Communication skills |
| • SQL & MS SQL | • Data Analysis | • Team work |
| • Tableau Reporting | • Statistics | • Problem Solving |
| • Basic programming (Python) | • Numpy | • English(Conversational Proficiency) |

EDUCATION

Poornima Institute Of Engineering &Technology

B.Tech (2012-2016), Computer Science, 06/2016

- Graduated with 73.4 percentage
- Received an honour degree and was consistently showing growth in performance from semester 1st to 8th.

Kendriya Vidyalaya

Intermediate in Science & Mathematics, PCM, 05/2012

- 63.5 percentage.

Kendriya Vidyalaya

Matriculation , 05/2010

- 7.4 CGPA.

CERTIFICATIONS & INTRENSHIPS

- Internship: Data Science Nano Degree form Analytics Labs (Aug 2020 – Pursuing).
- Microsoft SQL From A to Z- Udemy, May 2020.
- Excel For Data Analysis - LinkedIn, June 2020.
- Power BI Interactive Dashboard- Udemy, June 2020.
- Fundamentals of Python Programming- Coursera, Aug 2020. Courses & Certification.
- “Fundamentals of Digital Marketing” from Google Digital Garage, Aug 2020.
- **Business Analyst intern** at **Future Profilez PVT LTD Jaipur** (Feb 2018- Sept 2018).

ACHIEVEMENT

- Resolved the issue with F2F sales channel by proposing an idea to increase conversion rate which led to increase the business; results in 20% increase of sales.
- Promoted within 12 months due to strong performance and organizational impact.
- Designed training and peer mentoring program for incoming 12 analysts in 2020; reduced training time by 50 % for new hires.
- Selected as Volunteer in Sandeep Maheshwari India Tour Camping 2015.

RECENT PROJECTS

- Sports data analysis and data preparation.
- Airline data analysis and data preparation.
- Superstore dashboard design and analysis (Tableau project).