**Arunesh Kumar**

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**PROFILE SUMMARY**

* Over 7 years of experience in MIS Reporting, Data Processing, Data Visualization and Business Analysis.
* Work on experience with Advanced Excel, Macros, SQL Queries, Tableau, and Power BI.
* Generating reports, Dashboards and publishing using tools like Tableau, Power BI, Spreadsheets and SQL.
* Outstanding interpersonal and employee-relation skills with an ability to represent Team.
* A resourceful team player with an analytical bent of mind
* An efficient multi-tasked with an ability to shoulder important responsibilities
* Strong analytical and problem solving skills.
* Translating numbers into meaningful facts for businesses to help them make better business decisions.
* Providing expertise on data storage structures, data mining, and data cleansing.

**PROFESSIONAL EXPERIENCE**

**Business Analyst**

**Conduent Business Services India LLP (Xerox)**

**December’2017 to Till Date**

Roles & responsibilities:

* Work with reporting team and other impacted business units to continually improve current reporting, including both the processes involved and reporting design.
* Generate Reports, Design Dashboards in Tableau and Power BI and Excel.
* Always looking for Automation process for existing manual reports.
* Building Analysis Services reporting models.
* Developing Visual reports, dashboards and KPI scorecards using Tableau and Power BI desktop.
* Connecting to data sources, importing data and transforming data for Business Intelligence.
* Expertise in using advance level calculations on the data set.
* Responsible for design methodology and Project documentation.
* Front-line client service to clients and related third parties, including fielding and responding to client queries and the creation of accurate and meaningful ad hoc reports.
* Assist team to produce accurate and timely reports.
* Support various projects, including automation/standardization efforts and the evolution of standard deliverables.
* Partner with the Client Service team for onboarding and reporting.
* Facilitate the onboarding and product implementation process.
* Ensure processes are documented and the controls are functioning.
* Manage & escalate any potential issues.
* Ensure that the relevant data integrity and data quality controls are in place for accurate and timely reporting.
* Assisting in maximizing the automation of the systems for efficient workflow and production.
* Oversee and ensure timely and accurate distribution of all deliverables, proactively communicating potential delays to clients.

**Previous Experience**

**DATA Quality Lead Analyst**

**Citrix R&D India Pvt Ltd (Tempbridge Networks)**

**April’2017 to October’2017**

Roles & responsibilities:

* Recognizing data error and fixing using Advance Excel.
* Leverage reports to identify accounts requiring stewardship based on prioritization.
* Extracted Data from Multiple database resources and handled large set of data’s.
* Engage in research activities utilizing third party vendors and available public information to determine account filmographies and legal/hierarchical relationships.
* Edit and maintain data in MDM application.
* Support GEO operations team requests and meet agreed upon SLAs.
* Assist in the production of key performance indicators and analysis.
* Summarize progress on assigned project tasks any highlighted issues or obstacles encountered for weekly status report.
* Continuously monitor the master data processes for improvement opportunities, provide recommendations and assist the implementing changes that increase the efficiency.
* Working on the customer account management including exposure to Duns & Bradstreet (Hoovers) or other providers of segmentation/firmographics data.
* Working on tools like Salesforce, Informatica.
* Working on SQL to analyze the quality of data.
* Renewal Accounts Territory Re-Alignment.

Cleansing, standardizing and de-duplicating customer data, to maintain accurate data and uniqueness in Informatica.

**Worked in Purpleyo.com as Account Manager.**

**June 2016 to April 2017**

My Responsibilities as Account Manager were:

* Act as key interface with Client and provide support including:
  + Solve immediate space requirements.
  + Provide guidance for future space planning, budget preparations and options analyses.
  + Provide market data.
* Operating as the lead point of contact for all matters specific the client.
* Building and maintaining strong, long-lasting customer relationships.
* Negotiating account management contracts and agreements to maximize profit.

**April 2015 to May 2016**

My Responsibilities as Data Analyst were:

* Role includes importing, cleaning, transforming, validating data with the purpose of making conclusions from the data, collects and studies data to reveal ways to improve business.
* Communicating with clients to understand and document the business objectives, Formulating analysis plans and acquiring client sign-off, assisting in the development of questionnaires and moderator guides to ensure the necessary data is captured, conducting in-depth data analyses using traditional and advanced methods, Authoring reports containing actionable recommendations.

**Worked in Commonfloor.com as Quality Analyst-Listing Operation**

**June 2013 to April 2015.**

My Responsibilities as Quality Analyst were:

* To make sure that quality listings are coming on website.
* To audit the listings with call recordings.
* Generating report on daily, weekly and monthly basis.
* Preparing presentations for reviewing on daily and monthly basis.
* Co-ordinate with various function teams for collecting data and analyze the various requirement.
* Monitoring team of 10 people.
* Awarded as best performer for the year 2013.

**Worked in RepuCom media analysis India Pvt Ltd as Media Analyst**

**August 2011 to May 2012**

My Responsibilities as Analyst were:

* Tagging Brands from the picture.
* Generating report for the exposure of Brands.
* Frequent appreciation at work
* Punctual at work and no unscheduled leaves taken
* Learnt the functionality of the industry and management skills to manage people and work

**ACADEMIC DOSSIER**

BE (ECE) from D. T Thimmaiah Institute of technology (VTU) in 2011

Senior Secondary from Pentecoastal Assembly School (CBSE) in 2007

Secondary from DAV Public School (CBSE) in 2005

**I.T. SKILLS**

* Working knowledge of Advance MS Excel, MS Word, MS Access and MS PowerPoint, Macros.
* SQL Server 2012, PostgreSQL
* ETL
* MIS and Analytics, Report and Dashboard Design.
* Data Analytics and Visualization tools like **Tableau and Power BI**

**PERSONAL DETAIL**

* Date of birth : 24 June 1989
* Languages : Hindi & English
* Gender : Male
* Father’s Name : Shivendra Shahi
* Marital Status : Married
* Present Address : GM Palya, Bangalore
* PAN no. : AVQPA9126L
* Hobbies : Reading, Cooking, Travelling to new Places

**STRENGHTS:**

* Professional
* Quick learner
* Self Confidence
* Self-Discipline
* Adaptable to any situation
* Willing to learn new Technology