

JYOTI SINGH

Aspiring Data Analyst

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SUMMARY

I am a driven professional with 2 years of experience in accounting and finance. My self-taught skills in Excel, SQL, and Power BI demonstrate my commitment to becoming a proficient Data Analyst. I have a strong foundation in ERP systems and have successfully managed client accounts while enhancing financial processes. I am eager to leverage my analytical abilities to drive data-informed strategies within a dynamic team

EXPERIENCE

Senior Associate

Anarock Property Consultant

📅 07/2022 - 04/2023 📍 Gurgaon

Property consulting firm specializing in real estate solutions

- Examined current ERP systems to identify strengths and weaknesses, optimizing the system and training employees on its use
- Managing multiple clients in managing the books of account
- Assisted clients with resolving queries related to the ERP system, ensuring smooth and efficient system use
- Conducted regular maintenance tasks on ERP systems and presented improvement plans

Financial and Tax Planner Adviser

MAX LIFE INSURANCE

📅 11/2019 - 01/2021 📍 Karol Bagh

Insurance and financial services provider

- Dealt with Tax savings and Investment planning
- Handled Corporate clients with maintaining accounts and assisting with tax savings
- Taking care of GST and ITR
- Conducted Monthly reconciliation of accounts

EDUCATION

B.COM

Delhi University

📅 05/2012 - 10/2014 📍 Delhi

STRENGTHS

✓ Analytical Skills

Strength in utilizing software and analytical skills to provide impactful solutions

SKILLS

Excel ERP System Data Analysis

Python SQL IBM Cognos

Power BI

Substantial Knowledge in python libraries

Jupyter-notebook NumPy

Scikit-Learn Pandas Matplotlib

INTERESTS

★ Data Analysis and Technology

Enthusiastic about data analysis and technology, with a keen interest in improving processes and efficiencies