

# RAMYA M

## DATA ANALYST

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### SUMMARY

Highly analytical and detail-oriented Data Analyst with hands-on experience in exploratory data analysis, data cleaning, and dashboard development. Skilled in advanced Excel, Power BI, and Google Sheets, with foundational knowledge in SQL, Python, and Google Data Studio. Eager to apply analytical skills to solve business problems and create insightful visualizations

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### KEY SKILLS

**Exploratory Data Analysis (EDA):** Expertise in analyzing data patterns and identifying trends and outliers to uncover meaningful insights.

**Data Cleaning & Preprocessing:** Skilled in cleaning messy datasets, handling missing values, and transforming data to ensure accuracy and consistency.

**Data Modeling & Transformation:** Experience in transforming raw data into structured formats, utilizing data models for more efficient analysis.

**Data Visualization:** Proficient in creating clear and actionable data visualizations using tools like Power BI, Google Sheets, and Google Data Studio.

**Dashboard Development:** Developed interactive and user-friendly dashboards for decision-makers using Power BI, Excel, and Google Data Studio.

**Advanced Excel & Google Sheets:** Mastery in using complex formulas, pivot tables, macros, and automation to streamline data processes.

**Power BI:** Proficient in designing comprehensive, real-time dashboards and reports using Power BI's advanced visualization and DAX functions.

**SQL (Basic):** Familiar with querying databases to extract and manipulate data for analysis.

**Python (Basic):** Understanding of data analysis libraries like pandas and NumPy for basic data manipulation.

**Google Data Studio (Basic):** Experience in creating simple visual reports and dashboards with Google Data Studio

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## PROFESSIONAL EXPERIENCE

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**M E & L Associate / Data Analyst, Swasti**  
**Apr 2022 - Jan 2025**

- Conducted extensive exploratory data analysis (EDA) to identify key trends and metrics across various datasets.
- Improved reporting efficiency by automating weekly and monthly reports using advanced Excel and Power BI dashboards.
- Development of 10+ Power BI dashboards that provided real-time insights into key business KPIs, contributing to increase in operational efficiency.
- Conducted data analysis on sales and operational datasets to identify trends.
- Implemented automated data cleaning processes using Excel and Google Sheets, reducing manual data preparation time.
- Collaborated with stakeholders across departments to translate business needs into technical requirements for dashboards and reports, ensuring data-driven decision-making.
- Extracted data from SQL databases, performed ad-hoc queries, and integrated results into Excel and Power BI for further analysis.
- Reduced the time spent on manual data validation through the implementation of automated data checks and processes.
- Achieved 88% data accuracy in reports by developing a comprehensive data validation and cleansing process.

**S E Technician, Universal Electronics Pvt. Ltd**

**Nov 2013 - Mar 2021**

- Supported the data analysis team in cleaning, organizing, and preparing large datasets for analysis, contributing to a 20% improvement in data processing time. Participated in creating data visualizations and summaries for executive presentations, improving understanding of business performance.

Conducted basic SQL queries to extract data from relational databases, supporting senior analysts with data retrieval and manipulation tasks.

Worked with different database records daily, finding common errors and bad data patterns and fixing them.

Discuss technical and design issues with other developers, managers, users or customers whenever necessary to achieve the best solution.

Automation of Data cleaning/transformation using Power query to avoid manual effort work.

Performed User Acceptance test (UAT) for various internal software.

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## EDUCATION

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### BCA

Jain University - Distance - Bangalore

Nov 2020 - Nov 2023

### Diploma in (ECE)

M S Ramaiah Polytechnic - Bangalore

Mar 2009 - Mar 2012

### SSLC

B.E.L High School - Bangalore

Mar 2008 - Mar 2009

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## ADDITIONAL INFORMATION

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- **Languages:** English, Tamil, Kannada, Hindi
- **Software and Tools:** MS Excel, SQL, Microsoft Power BI, Google Sheets.