YOUR FULL NAME

DATA ANALYST / SQL · EXCEL · [POWER BI]

[City, State] | [+91 XXXXX XXXXX] | [name@email.com] | [LinkedIn / Portfolio]

PROFESSIONAL PROFILE

Analytical [graduate / professional] with experience in [data preparation / KPI reporting / dashboard building]. Comfortable using [SQL, Excel and BI tools] to explain patterns, validate data quality and support operational decisions.

CORE SKILLS

Data Preparation: [Excel, Power Query, SQL joins, data validation, ETL]

Visualization: [Power BI, Tableau, dashboards, data storytelling]

Analysis: [KPI reporting, descriptive statistics, stakeholder communication]

ANALYTICS EXPERIENCE

[Data Analyst / Reporting Intern] | [Organization] | [Dates]

- Cleaned and reconciled [data source] by identifying [missing, duplicate or invalid values].
- Built a dashboard for [KPI / process] that helped [stakeholder] review [trend / result].
- Automated [recurring report / data task] using [tool], reducing [verified processing step / effort].

SELECTED PROJECTS

[Sales / Operations Dashboard] | [Portfolio URL]

- Joined [number and source] datasets; created [measures / charts] to answer [business question].
- Documented assumptions, limitations and [key findings / recommendations].

[SQL Data Analysis Case Study] | [Year]

- Wrote queries using [joins, CTEs, window functions] to uncover [pattern / opportunity].

EDUCATION

[Degree / Specialization] | [University] | [Year]

CERTIFICATIONS & ADDITIONAL DETAILS

[Power BI / SQL / Excel credential] | [Issuer] | [Year]