

# MANN CHOUDHARY

Data Analyst | MIS Analyst | Business Analyst

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## PROFESSIONAL SUMMARY

Results-driven Data & MIS Analyst with 4+ years of hands-on experience in data analysis, dashboard development, and business reporting. Proven ability to integrate multiple data sources, automate reporting workflows, and deliver actionable insights to cross-functional stakeholders. Proficient in SQL, Python, Excel, Power BI, Tableau, and Google Looker Studio. Adept at translating complex business requirements into analytics solutions that drive faster decision-making.

## WORK EXPERIENCE

### Data Analyst – Baaori Bazaar / Founder's Office

Apr 2026 – Sept 2026

- Designed and built a multi-module ERP system (5-6 modules covering QC management, production tracking, raw materials/inventory, order processing, and reporting) from the ground up using Google Sheets and Apps Script, with end-to-end business logic.
- Automated repetitive data-entry and tracking workflows, saving 20+ hours per week of manual effort while improving data accuracy across operations.
- Architected a centralized database structure to eliminate duplicate records and significantly reduce manual reconciliation errors across modules.
- Built a mini e-commerce reporting system consolidating order data from Shopify, Amazon, Flipkart, and Myntra into unified dashboards, covering 1,000+ orders across marketplaces.
- Developed custom Google Apps Script automations (triggers, workflows, notifications) powering ERP modules and eliminating manual handoffs between QC, production, and inventory teams.

### Senior Executive – Data Analyst – SAADAA / Founder's Office

May 2025 – Dec 2025

- Validated and audited API data from frontend systems to ensure data accuracy and consistency.
- Designed and maintained 5+ interactive dashboards in Google Looker Studio, tracking 12+ KPIs across sales, returns, and marketing performance.
- Reduced manual reporting effort by 40% by automating recurring reports and dashboard refreshes.
- Collaborated with founders and 5+ cross-functional teams to gather requirements and prepare BRDs.
- Supported weekly and monthly performance reviews for leadership using real-time dashboards.

#### Key Impacts:

- Improved reporting reliability through structured API validation processes.
- Enabled faster decision-making by simplifying dashboards for non-technical users.

### Data Entry Operator / MIS Analyst – Dakshina Overseas

Jul 2022 – May 2025

- Maintained and processed large datasets (10K+ records) with high accuracy using Excel.
- Created MIS reports using Pivot Tables, VLOOKUP, and advanced Excel formulas.
- Built basic dashboards and summaries for operational tracking.

## EDUCATION

Business Analyst Career Program – Skill Academy by Testbook

Apr 2024 – Mar 2025

Bachelor of Commerce (B.Com) – University of Rajasthan, Jaipur

2024

Class XII – Commerce (RBSE) – Jaipur Cambridge Academy, Jaipur

2021

## TECHNICAL SKILLS

**Data Analysis & Visualization:** Excel, Power BI, Tableau, Google Looker Studio, Streamlit

**Databases & Querying:** SQL, Google BigQuery, MySQL

**Programming & Analytics:** Python, Pandas, NumPy, Time Series Analysis

**Automation & ERP:** Google Apps Script, Workflow Automation, ERP Design & Administration, Google Sheets (Advanced)

**Forecasting & ML:** SARIMA, Prophet, XGBoost, Model Evaluation (MAPE)

**Business Skills:** Requirement Gathering, BRD Creation, FRD Creation, Stakeholder Coordination

**Methodologies:** Agile