Swapna Jena

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Around 1.8 Year experience as Data analyst includes Data management & Reporting. Data extraction, Data cleansing & data reporting using SQL, MS-Excel & Tableau. Having Strong knowledge on SQL, Advance Excel, Tableau, Power BI, MS Word, PPT, Google sheet. A good team player and very flexible to adopt in new work environment.

Educational Qualifications		
BCA	2019	Institution Of Science and Technology, NIIS, BBSR
INTERMEDIATE (PCM)	2016	A.S.S College Balia, Jajpur

Internship/Experience Analyst Trainee Conduent, Bangalore, **PROJECT NAME: -** Data Management. Data Analysis. **Tools:** SQL, SQL Server, MS Excel, Tableau, Power BI & PPT	**Project Description:** Gather data from various sources like LinkedIn, Conferences, and vendor's customer list. This can help in identifying the related customers for the company business team and marketing. Create a database and create an employee table for a company and insert all the details related to the employee working in the company. Fetching all the data as per requirement and manipulating the data using CRUD operation and cleaning the data and managing the table of the employee of the company. **Role & Responsibility:** ● Worked with a team and communicated with Clients to Understand Business Requirements related to data. ● Analyzing raw data, drawing conclusions & developing recommendations Writing SQL scripts to manipulate data for data loads and extracts. ● **MS Excel:** We gather all the data into Excels sheets for each category from internal as well as external sources for cleaning the data and keep it ready for further analysis. ● **MS SQL:** We import each category of data into the database server in order to combine and transform single data information to a complete master data using SQL Queries. ● **Tableau:** We develop an appropriate visualization using this tool for making important decisions for business optimization of the company. ● Create Daily, weekly, and monthly Analytics reports of product KPIs ● Supplying qualitative and quantitative data to colleagues & clients. ● Performing daily system checks.

Key Skills & Competencies		
Languages	**Hindi**	Mother tongue
	English	Proficient
Database	Oracle, SQL Server, SQL Workbench	
Tools	Power BI, Tableau, MS Excel, Word, PowerPoint, PPT	
Address	Chhansandra, Whitefield, Bangalore, Karnataka - 560067	
DOB & Gender	11/04/1998 & Female	

Hobbies
▪ Listening music and watching movies. ▪ Traveling.

Date: 16/09/2023
Place: Bangalore

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