

Bhumika Sahu (Data Analyst)

☎ +91 7024980741 | ✉ bhumikasahu9827@gmail.com | Pune

Technologies/Tools

- Advanced Excel
- Power BI
- SQL
- Python
- Tableau

Skills

- Leadership
- Conceptual Communication
- Critical thinking
- Problem-Solving Skills
- Project Management
- Time Management
- Enthusiastic
- Team Worker
- Good Listener

Education

- PGDBM (2021 – 23)
Narsee Monjee Institute of
Management Studies
Banking & Finance
- BBA (2017 – 20)
Dr. D Y Patil college of Arts,
Commerce & Science
Banking & Finance

Languages

- English
- Hindi
- Marathi

Achievement

- Twice awarded Employee of the Month for exceptional contributions in managing multiple projects.
- Recognized as a key driver in organizing impactful team-bonding activities

Summary

Experienced Data Analyst with 5.4 years of expertise in leveraging advanced analytical tools, including SQL, Power BI, Tableau, and Advanced Excel. Skilled in managing multiple projects, designing insightful dashboards, and transforming complex data into actionable insights. Seeking to apply strong data analysis and project management skills to drive data-driven decision-making in a dynamic environment.

Work History

Cognizant Technology Services (January 2023–Present)

Industry: Banking and Finance | Role: Senior Process Executives

- **Developed Tableau dashboards**, improving **data-driven decision-making by 25%** and delivering strategic insights to senior management.
- **Optimized large datasets** with SQL, Excel, and Python, boosting **efficiency by 35%** and cutting analysis time by **20%** through predictive modeling.
- **Led global team coordination**, streamlining workflows, system documentation, and user-friendly information system development.
- **Created dynamic reports and visualizations**, empowering leadership with **clear, actionable insights** for strategic planning.

Au Small Finance Bank (December 2021–January 2023)

Industry: Banking and Finance | Role: Sales Coordinator (Analyst)

- **Designed Excel dashboards**, enhancing **strategic decision-making and reporting** for senior management.
- **Led a 40-member team**, overseeing **performance, scheduling, and process compliance**.
- **Optimized workflows and SOPs**, improving efficiency and quality control.
- **Managed CRM records**, ensuring **data accuracy and seamless operations**.

Thomas Cook (India) Ltd. (September 2019–December 2021)

Industry: Financial Services & Tourism | Role: Credit Controller

- **Managed payment processing, account reconciliation, and cash flow optimization**, ensuring timely posting of customer payments and clearance before due dates.
- **Oversaw Pune portfolio and B2B client relationships**, handling **submissions, client MIS, master-sheet reports, and financial documentation** for seamless coordination.
- **Executed GST reconciliation (GSTR1, GSTR2) for major corporate clients** (Adani, Godrej, Eicher, Kirloskar), utilizing **VLOOKUP, Pivot Tables, and INDEX-MATCH** to ensure accuracy, compliance, and data integrity.