

# Ruchi Singh

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## Summary

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BCA graduate with **6+ months** of experience in **Advanced Excel, Google Sheets, SQL, Tableau, Power BI, and Alteryx**. Skilled in data modeling, statistical analysis, and database management (SQL Server, MySQL).

Experienced in building dashboards, **optimizing data quality**, and deriving insights for decision-making. Passionate about data storytelling, trend forecasting, and process optimization to enhance business efficiency.

## Education

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**Sushant University, Gurugram** 2021 – 2024  
BCA in Computer Science - 6.22 CGPA  
**Coursework:** Database Management, Statistical & Data Modeling, Python.

**Vidya School & Ascent Public School, Gurugram** 2018 – 2021  
Senior Secondary (XII) - 76% | Secondary (X) - 65%

## Technical Skills

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**Data Analytics Tools:** Advanced Excel (including Macros), Alteryx, Power BI, Tableau  
**Database Management & Google Tools:** Microsoft SQL Server, SQL Server Queries, Docs, Slides, Spreadsheet  
**Programming & Other Tools:** Python, SAS

## Experience

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**Data Analyst, TrainingYA Institute – Gurugram** 2024

- Developed **interactive dashboards & reports** using **Power BI, Tableau, SQL Server, and Excel** to support data-driven decision-making.
- Automated **data workflows** in **Alteryx**, optimizing processing efficiency.
- Designed **custom KPIs & insights**, improving business intelligence and analytics.

**Data Assistant, Sushant University – Gurugram** 2022

- Streamlined student admissions, inquiries, and visitor data management with **Excel & Google Sheets**.
- Assisted in **data structuring & process optimization**, enhancing operational efficiency.

## Projects

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**Electric Vehicle Report Analysis – Tableau, Advanced Excel (Pivot Tables, Data Cleaning)** [Project Link](#)

- Analyzed **EV adoption trends, CAFV eligibility, and average electric range** using **Tableau dashboards**.
- Designed **KPIs**, identifying **20% growth** in EV adoption and **35% eligibility** for CAFV incentives.

**Health Analysis Report – Power BI, Advanced Excel (Conditional Formatting, Data Cleaning)** [Project Link](#)

- Developed **Power BI dashboards** to track **patient outcomes, staff performance, and treatment costs**.
- Optimized data processing, **reducing processing time by 30%**.

**Retail Sales Performance Analysis – Advanced Excel (Pivot Tables, Data Cleaning, Power Query)** [Project Link](#)

- Examined **sales trends, peak hours, and top-selling products** to enhance business profitability.
- Provided **insights for pricing optimization, promotions, and inventory management**.

## Certifications

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**Google Professional Certification – Data Analytics Course**  
**TrainingYA Institute – Data Science and Business Analytics Integrated Course**