

# Gaurav Das



## PERSONAL INFORMATION

📍 Windsor Resident, Dubai Land, Dubai.

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Sex Male | Date of birth 28<sup>th</sup> September 1995 | Nationality Indian | Marital Status Single | Visa Type Visit Visa.

## OBJECTIVE

A highly motivated and results-driven individual seeking a position as an Analyst. Possessing strong analytical, programming and collaboration skills with a passion for utilizing data to solve complex problems and drive business growth. Seeking to apply expertise in data analysis, data processing, data governance and reporting to increase the efficiency and accuracy of data processing leading to growth and success.

## EDUCATIONAL BACKGROUND

Bachelor of Engineering – Mechanical Engineering from Visvesvaraya Technological University

## WORK EXPERIENCE

October 2023 – August 2024

### MIS Executive

**Altruist Technologies India Pvt Limited**  
Bangalore, India

#### Role:

- Compiling daily reports, developing templates for new reports.
- Verifying and resolving issues in reports and formulas. Collaborating with Junior MIS for issue resolution and providing guidance on new templates and formulas.
- Engaging with Airtel Process Managers to discuss daily report trends, create new reports, and update existing ones.
- Conducting meetings with Airtel clients to address corrections in internal and external reports, discuss SOP, and validate data.
- Generating data as per internal and external process requirements. Calculating and validating waiver adjustment amounts provided to customers.
- Offering suggestions to Process Managers and advisors for operational improvements.
- Preparing ADHOC Reports based on Operation Requirement.
- Stored, Cleaned and Analysed Large raw data using PostgreSQL.
- Automate dashboards using PowerPivot and power query.

April 2022 - May 2023

### Analyst

**Anteriad Private Limited**  
Bangalore, India

#### Role:

- Key member of the Anteriad QA & Delivery team responsible for Data/Lead QA ensuring the highest level of accuracy through diagnosing and resolving inaccurate lead information.
- Verification and validation of lead data following current processes Responsible for the quality of final data deliveries including the identification and elimination of non-qualified lists based upon targeting or specific job title and functional areas.

- Responsible for identifying and escalating situations requiring urgent attention.
- Providing status reports to internal stakeholders on a consistent and regular manner.
- Working closely and in a cross functional capacity with key departments including Planning, Allocations and Support Managers.
- Collecting, organizing, and analyzing data.

December 2020 - December 2021

## Resident Relationship Manager

**Maruti Suzuki**  
**Kannur, India**

### Role:

- Representing Nexa and KVR Automobiles in a professional and positive manner at events and promotional activities.
- Participating in marketing initiatives and campaigns to enhance brand visibility and attract new customers.
- Advanced tools like Pivot tables, Lookups, charts and other filter used to better understanding

## PROJECT UNDERTAKEN

### Project: Design, Fabrication and Analysis of Glass Fiber Reinforced Polymer Composite Ladder.

**Summary:** This project is my final year project. This project is based on true problems of farmers of rural areas of India. After completing the project, we could get many orders from farmers.

Outcome of the project is extremely useful to the farmers.

### Responsibilities:

- Designing new model for climbing using Catia V5 & Solid edge
- Checking for new materials like plastic (PU) etc.
- Getting entire test data using ANSYS & comparing with Practical results.
- Testing for bending condition.
- Fabricating using Hand- Lay-up process.

## PERSONAL SKILLS

- SQL/MySQL
- Advanced Excel
- MS Office
- Python
- Tableau
- Power BI
- Alteryx

## LANGUAGES KNOWN

: English, Hindi, Kannada, Malayalam, Tulu and Tamil.

## REFERENCE

: Upon request.

I hereby declare that all the information given above is true to my knowledge and belief.

Gaurav Das