

Ujjwal Malhotra

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LinkedIn | GitHub | Portfolio

Professional Summary

Results-driven **Data Analyst, Business Analyst, and MIS Specialist** with 1+ years of experience in **data analysis, business reporting, and data operations**. Proficient in **Python, SQL, Power BI, and Excel** to transform raw data into actionable insights that improve decision-making. Skilled in **data cleaning, visualization, process automation, KPI tracking**, and stakeholder communication. Adept at collaborating with cross-functional teams to deliver **accurate, high-impact business reports** and optimize workflows.

Core Skills

- **Data Analysis & Reporting:** SQL, Python (Pandas, NumPy), Excel (Pivot Tables, Power Query), DAX, Statistical Analysis
- **Data Visualization:** Power BI, Tableau, Looker Studio
- **Tools & Platforms:** Jira, GitHub, Google Workspace
- **Programming:** Python (Scikit-learn, Matplotlib), Algorithms
- **Soft Skills:** Communication, Problem-Solving, Stakeholder Management
- **Languages:** English, Hindi

Professional Experience

Data Associate Feb 2025 – Present
Engineers Mind, Kanpur, India (Full-time)

- Manage **daily data entry, validation, and reporting** for internal MIS systems and Excel dashboards.
- Conduct **data cleaning and quality checks**, ensuring 100% accuracy before uploading to live systems.
- Collaborate with cross-functional teams to verify institutional data, improving governance compliance.
- Develop standardized reporting templates, reducing report preparation time by **20%**.

Data Intern Feb 2024 – Feb 2025
ZuAI, Remote

- Automated **data extraction and processing** using Python, reducing manual work by **30%**.
- Improved database query efficiency, cutting data retrieval time by **25%**.
- Created technical documentation for data workflows, ensuring smooth knowledge transfer.

Projects

Real-Time Sales Performance Dashboard — Power BI

- Processed and analyzed **100,000+ sales records** to create interactive dashboards.
- Used DAX calculations for advanced analytics, boosting insight generation by **40%**.
- Reduced stakeholder decision-making time by **25%** through KPI-driven reporting.

Personalized Hybrid Navigation App — Python, Data Integration

- Collected and integrated data from **10+ sources** covering **20 major Indian cities**.
- Designed algorithms to personalize recommendations, increasing user satisfaction by **35%**.
- Created interactive visualizations, improving data accessibility by **50%**.

Education

B.Tech in Computer Science (AI & ML) 2020 – 2024

Dr. APJ Abdul Kalam Technical University, Kanpur, India

CGPA: 7.7/10 (First Division)

Key Courses: Python Programming, SQL, Data Visualization

Certifications

- Python for Data Science & AI – IBM (Aug 2023)
- Data Analysis with Python – IBM (Sep 2023)
- Databases & SQL for Data Science – IBM (Oct 2023)
- Power BI Job Simulation – PwC (Jul 2024)
- Data Analytics Job Simulation – Deloitte (Jul 2024)