

GAUTAM TARADE

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Permanent: C17, Sukhawani Corner, Near Vitthal Temple, Akurdi, Pune 411035, Maharashtra, India



Objective: - Excellent and dynamic data analyst seeking opportunity to work in a friendly and fast growing environment where my analytical and result-oriented skills will be of great value in achieving the company's missions and goals.

Areas of Expertise and Tools

MS Excel | MS Access | SQL Concepts | OBIEE: - Reporting tool for Business Intelligence | Enterprise Reporting | MS Office suite | CRM | ETL | Salesforce | Tableau

Core Proficiencies and Special Attributes:

- More than 11 years of experience in MIS/Data Analysis field.
- Able to work with deadline oriented, capable of effective problem solving, excellent leadership and organizational skills, attention to detail and accuracy
- Ability to implement control the executed tasks with the planned activities.
- Data Interpretation, Analyzing Results, Data Analysis techniques, task prioritization.
- Data filtering, Ad-hoc report creation, Initiative, Commitment.

Education:

Bachelor of Engineering in Information Technology, Pune University-India, June-2006

Professional Experience:

- **McDermott International, Inc. (Proposal & Estimation Analyst) Sep:2015 –Present**
 - ✓ Daily/Monthly updates of data.
 - ✓ Formatting and scrubbing raw data and uploading.
 - ✓ Maintaining clean and up-to-date data in the Salesforce application.
 - ✓ Responsible for gathering bid related information from proposal specialist.
 - ✓ Worked closely with Business Development and P&E Team for Salesforce updation.
 - ✓ Supporting team members for resolving IT related queries.
 - ✓ Responsible for generating reports and dashboards.
 - ✓ Worked cross-functionally to establish reporting standards.
 - ✓ Generating various reports (Budget Vs actual booking), statistical analysis from Tableau.
 - ✓ Responsible for generating location wise ,status wise reports ,charts in Tableau.
- **Landmark Group (MIS Analyst: Concept: Iconic) Apr:2011 –Sep:2015**
 - ✓ Carry out analysis of given data and draw correct inferences, in keeping the objectives of analysis. Ensure accurate and timely preparation / compilation, aggregation, analysis and delivery of MIS reports and presentations for review.
 - ✓ Preparing MIS reports, purchase order Vs receipt summary, dashboards location wise, supplier wise, product wise, top/bottom trend.

- ✓ Design new dashboards or, modify the existing report formats to improve the quality of key information and to highlight key areas for growth of business performance, review and decision making.
- ✓ Maintaining sell thru reports on daily (DSR), weekly, monthly, (MTD, YTD) as well as ad-hoc basis.
- ✓ Margin reports, sales analysis, receipt Vs sale summary, stock analysis, aging report, stock valuation at store/terr/dept level.
- ✓ Season wise good/bad seller products, actual vs target sale trend analysis at product type/group/gender level to identify business growth.
- ✓ Creating ad-hoc reports as per requirement of management. Analyze current business performance and suggest improvement measures.
- ✓ Educating (supplied regular support) new planners, buyers in reviewing the reporting structure. Ensure that the buying, planning department receives timely and qualitative information at all levels of product regarding all aspects of the business.
- ✓ Conducted regular meetings with buyers, planners to analyze performance. Regular support in terms of reports to other functions like Marketing, Finance, Quality, Shukran.
- ✓ Preparing OTB (open to buy) summary for buyers/planners for budget purpose.
- ✓ Collect, forecast, analyze, evaluate and report data in order to increase sale productivity.
- ✓ Preparing markdown reports, managed store replenishment and analyzed buying reports.

➤ **Pagepoint Services India Private Limited (Sr. MIS Executive-M&G Circle) June:2009 – Mar:2011**

- ✓ Pagepoint is call center for Bharati Airtel limited –a top mobile service provider in India.
- ✓ Preparing same day resolution (SDR), service request trend (SR) report, Service level achievement (SLA) report, repeat calls, valid-invalid dashboard, QOS (Quality of service for TRAI).
- ✓ Providing reports to pagepoint management as well as numerous Airtel process owners in order to increase efficiency in service.
- ✓ Providing repeat non repeat, open, reopen, closed SR, SR per customer reports as on basis.
- ✓ Providing raw data, dashboards to process owners for weekly, monthly review.
- ✓ Maintaining calling (incoming) data, MIS data in MS excel, MS access as per need.
- ✓ Reconciliation of different report and correction of data after discussing with the team, highlighting strong/weak area.
- ✓ Provides information to management by assembling and summarizing data; preparing reports; making presentations of findings, analyses, and recommendations.
- ✓ Coordinate with process owners for monthly review meetings and presentations.

➤ **Prosys Infotech Private Limited (Jr. Programmer) Oct:2007 – May:2009**

- ✓ Prosys-eMIS is MIS automation solution based on Microsoft business intelligence framework, contains professional input and technical tools to build the MIS and other analytical reports according to business requirements.
- ✓ The user can interact with the report to summarize and drill down, study trends and create different views and graphs.
- ✓ Responsible for coding forms (GUI), making reports, firing queries, cleaning data, attaching all these components to eMIS solution.
- ✓ MS access forms for GUI which imports data using macro from inputs like excel, text files.

➤ **Domain knowledge : Insurance Aug-2006 – Sep 2007**

Worked with Bajaj Allianz General Insurance Company limited MIS Executive in Operation Support department.

Academic Projects:

Title: Network Backup System

Domain: The Network Backup System Software deals with backup of data stored on client connected to System Administrator. This type of software is required in various organizations for backup. Main aim of the software is to enable system administrator to take backup of any data from any location in LAN. The backed up data is stored in compressed form.

This system is installed on single machine in LAN so there is no need of client server architecture. Any PC can host the software. The system is having 3 options: Backup, Restore, Tools. Administrator can take new backup, update last backup, view backup contents, delete backup. Also restore last backup, restore selected backup along with selected files/folders to its original locations. Administrator can set the scheduling time and at that time backup will automatically start. The backup will be stored in compressed form.

Tools: Core Java, Swings, MS Access

Sponsored By: Bharat Software, Pune.

Role played: Analysis, designing, coding, and testing.

Title: College Management System

Domain: The system is developed for a college. It stores all the information related to management, departments, teaching staff, non-teaching staff and students. An administrator can perform various operations like display, insertion, deletion and modifications.

Tools: Core Java, Servlets, HTML, Tomcat server, MS Access 2000.

Role played: Analysis, designing, coding, and testing.

Personal information:

Marital status: Married, Nationality: Indian, Languages: English, Hindi, Marathi

Visa Status: Sponsor - McDermott Dubai-Jabel Ali Free Zone (Sep-2018 to Sep-2021)

DOB: 24-Dec-1983 (Pune-India)