DIPTANSHU DAS

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SUMMARY

A results-driven professional with 3+ years of experience in analyzing and visualizing complex datasets to deliver actionable insights. Skilled in developing dashboards using tools like Power BI and Google Looker Studio, and optimizing data processes through automation and scripting. Proficient in SQL and Advanced Excel with a strong ability to solve problems, collaborate across teams, and communicate effectively. Passionate about leveraging advanced analytics and technology to drive data-informed decision-making and business growth.

SKILLS

- **Data Analytics & Visualization Tools:** Advanced Excel, Google Sheets, SQL, Power BI, Looker Studio
- **Data Automation & Workflow Optimization:** Power Query, VBA, Apps Script, AppSheet
- **UI/UX Design:** WordPress, HTML, CSS, Figma, Canva, Microsoft Clipchamp
- **Core Competencies:** Data Query Language (DQL), Data Modeling & Visualization, Descriptive Statistics, Analytical Thinking & Problem-Solving, Cross-Functional Collaboration, Process Optimization & Automation
- **Soft Skills:** Time Management & Organization, Attention to Detail & Adaptability, Learning Agility, Effective Communication, Leadership & Mentorship

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PROFESSIONAL EXPERIENCE

MIS Executive │ Welcon Financials Pvt. Ltd. (Welfin) │ Kolkata, WB   Nov 2023 - Oct 2024

- Developed and implemented **advanced MIS systems** and **dashboards** to streamline reporting, **reducing manual reporting effort by ~40%** and improving decision turnaround time.
- Built **AppSheet-based data management applications**, improving **data entry efficiency by ~25%** and operational tracking accuracy.
- Processed & transformed **2,000,000+ data records** from centralized financial portals with **~99% accuracy**, ensuring reliable insights for reporting and analysis.
- Led the preparation of **3+ investor presentations**, supporting funding initiatives and enhancing stakeholder engagement.
- Supported management reporting and client deliverables, ensuring on-time, high-accuracy outputs.
- Revamped website design, content and led targeted digital campaigns, resulting in a noticeable uplift in user engagement and web traffic.
- Mentored junior team members, improving workflow coordination and **boosting task efficiency by ~15%**.

Design Engineer │ Entraco BKS Busducts Pvt. Ltd. │ Nashik, MH   Oct 2020 - Jan 2023

- Designed **customized busduct systems** and developed **3D models** using **AutoCAD** and **Inventor**, directly collaborating with clients to deliver project-specific solutions.
- **Automated design** and **calculation workflows** using **Inventor iLogic** and **Excel VBA**, significantly **reducing manual effort** and accelerating project **delivery timelines**.
- Coordinated with cross-functional teams during site installations, ensuring **seamless communication**, timely execution, and **operational alignment** across engineering, production, and field teams.

EDUCATION

B.Tech - Mechanical Engineering   2016 - 2020
M.A.K.A.U.T │ DGPA - 7.62/10

Higher Secondary (12th) - Science   2014 - 2016
David Hare School │ Score - 78%

Secondary (10th)   2014
Ramakrishna Mission Vivekananda Vidyamandir Malda │ Score - 87%

PROJECTS

Excel
- Consolidated Sales Dashboard | PROJECT   Self
- Superstore Sales Dashboard | PROJECT   Self
- Automated CAD Drawing Creation | PROJECT   Entraco BKS Busducts

SQL (PostgreSQL)
- Olympics Data Analysis | PROJECT   Self

AppSheet
- Point of Sales (POS) Application | PROJECT   Zillenials Cafe

Power BI
- HR Analytics Dashboard | PROJECT   Self
- Comprehensive Sales Analysis | PROJECT   Self
- Data Analysis Project on COVID-19 | PROJECT   Self

Looker Studio
- Daily Transaction Tracker Dashboard | PROJECT   Welcon Financials
- Mutual Fund Business Tracker Dashboard | PROJECT   Welcon Financials
- Life & Health Insurance Dashboard | PROJECT   Welcon Financials
- All-in-One Business Analytics Dashboard | PROJECT   Welcon Financials
- Task Tracker App Dashboard | PROJECT   Welcon Financials

CERTIFICATIONS

- Power BI for Beginners | CERTIFICATE
  SkillUp by Simplilearn

- Introduction to SQL | CERTIFICATE
  SkillUp by Simplilearn

- Introduction to MS Excel | CERTIFICATE
  SkillUp by Simplilearn

- Python | CERTIFICATE
  Kaggle

- Introduction to Programming | CERTIFICATE
  Kaggle

ADDITIONAL INFORMATION

- **Availability:** Immediately (if applicable)
- **Willing to Relocate:** Yes (if applicable)
- **Languages:** English, Hindi, Bengali
- **Nationality:** Indian