

# Trishita Chatterjee

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## Technical Skills

**Programming Languages:** Python

**Technologies and Tools:** Power BI, MySQL, Advance Excel, Pandas, NumPy, Plotly, Seaborn, Matplotlib, Scikit-Learn, Jupyter, Tableau, R

**Other Skills:** Data Analysis, Data Visualization, Machine Learning, Data Scraping, Statistical Analysis, Story telling, Team-work

## Experience

### Data Analyst Trainee

Jun 2024 – Nov 2024

*Balmer Lawrie & Co. Ltd.*

*Kolkata*

- Developed and deployed **25+ interactive Power BI dashboards** and reports, **increasing data accessibility by 40%** and empowering senior management with **actionable KPIs** and **real-time visual analytics** to enhance **decision-making efficiency**.
- Utilized and optimized **advanced Excel functions, including pivot tables, VLOOKUP, and macros**, to streamline data cleaning and reporting processes, **reducing manual effort by 50%** and **improving reporting accuracy by 30%**.

### Front Office Executive

Jan 2021 – Jun 2023

*MAGS Medical & Research Center Pvt. Ltd.*

*Kolkata*

- Oversaw and managed front desk operations, ensuring a seamless experience for **over 100 patients** daily while **maintaining 95% patient satisfaction**.
- Coordinated and assisted with patient handling and inquiries, optimizing appointment scheduling and **reducing wait times by 30%**.

### Front Office Executive

Nov 2018 - Aug 2020

*Care IVF*

*Kolkata*

- Directed and managed front desk operations and overall center activities, ensuring smooth daily operations and **achieving a 95% customer satisfaction rate**.
- Monitored and maintained stock inventory for the center, **reducing stock discrepancies by 20%** and **ensuring 100% availability of critical supplies**.

## Certifications

- Business Analytics & Data science from IBM **Mar 2025**
- Advance Excel & Tableau from IIT Kanpur **May 2024**
- Machine Learning from IIT Kanpur **Jan 2024**

## Projects

*ABC Motors Automobile Sales Analysis*

- Developed an interactive **Power BI dashboard**, leveraging **DAX calculations** and **dynamic visualizations** to **track sales trends**, identify top-performing models, and **analyze regional performance**.

*Data Analysis on Global AQI*

- EDA** on Global air quality index fetched from various sources using **Python**. Leveraged Python libraries such as **Pandas, Matplotlib, and Seaborn** to create visually appealing and informative charts providing insights into air quality variations.

## Education

**Bengal Institute of Business Studies – VU**

July 2023 - July 2025

*MBA - Business Analytics & Data Science*

71%

**Techno India, Saltlake – MAKAUT**

July 2015 - July 2018

*BBA – Hospital Management*

68%

**Bholananda National Vidyalaya – CBSE**

May 2014

XII - Higher Secondary Examination

65%

**Bholananda National Vidyalaya – CBSE**

May 2012

X - Secondary Examination

56%