

# RIYA GUPTA

+91 9999323743 | [riyaagupta302002@gmail.com](mailto:riyaagupta302002@gmail.com) | [in LinkedIn](#) | [Github](#)

New Delhi, India

## SUMMARY

Detail-driven data analytics graduate proficient in SQL, Excel, Power BI and Python with hands-on experience in analyzing and visualizing data to derive actionable insights. Eager to contribute analytical and technical skills to an entry-level data analyst role.

## EDUCATION

- Guru Gobind Singh Indraprastha University** 2021 - 2024  
*Bachelor of Arts – Economics Hons* New Delhi
- N. K. Bagrodia Public School** 2020  
*Senior Secondary (XII), CBSE* New Delhi
- N. K. Bagrodia Public School** 2018  
*Secondary (X), CBSE* New Delhi

## TECHNICAL SKILLS

- Databases:** SQL (MySQL, PostgreSQL)
- Programming:** Python (Pandas, NumPy)
- Visualizations:** Power BI, Excel (VLookup, Conditional Formatting, Pivot Tables)

## PROJECTS

- HR-Analytics Power BI Dashboard: SQL Queries and KPI Reporting** December - 2024  
*Tools: MySQL, Power BI, Power Query* [\[G\]](#)
  - Developed an interactive HR Analytics Dashboard integrating data from MySQL to track employee performance, salary trends, and departmental project budgets.
  - Created visual KPIs for project costs, salary distribution, and yearly and 2-year budgets, enabling managers to identify underperforming departments.
  - Designed interactive visuals and automated reporting processes to improve decision-making efficiency by 20 percent and provided actionable insights through Power BI visualizations.
- Sales Trend Analysis Project: Data Cleaning, Processing and Dashboard Creation in Excel** November - 2024  
*Tools: Microsoft Excel (Pivot Tables, Charts), Data Visualization* [\[G\]](#)
  - Cleaned and standardized the data set using Excel functions to ensure accuracy for further analysis.
  - Analyzed and visualized sales data through Pivot Tables and Charts, identifying trends across three geographical regions, which informed targeted promotional strategies, resulting in a 25 percent increase in regional sales performance.
  - Created interactive dashboard using Excel charts and graphs (e.g., bar charts, line graphs, pie charts) to visualize sales trends and customer insights.

## CERTIFICATIONS

- SQL Certificate – HackerRank** December 2024
- Excel Essential Training (Microsoft 365) - LinkedIn** October 2024
- Data Analytics With Python And NumPy - TutorOps** October 2023