

SIDDHANT SINGH

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PROFESSIONAL SUMMARY

Analytical and detail-oriented MIS Executive with hands-on experience in data reporting, dashboard automation, and KPI performance analysis. Proficient in Advanced Excel, SQL, Power BI, and Python for data cleaning, validation, and visualization. Strong ability to transform raw data into actionable insights that enhance operational efficiency and support data-driven decision-making.

TECHNICAL SKILLS

- Data Analysis & Reporting**

Advanced Excel, Data Analysis, Dashboard Development, KPI Monitoring, SLA Tracking, Productivity Analysis, Attrition Reporting.

- Data Visualization & BI**

Power BI, Data Modeling, DAX, Interactive Dashboard Creation, Business Intelligence Reporting.

- Database & Querying**

SQL, Data Extraction, Data Manipulation, Query Optimization, Data Validation, Data Reconciliation.

- Programming & Analytics**

Python, Exploratory Data Analysis (EDA), Data Cleaning, Data Transformation, Data Visualization.

PROFESSIONAL EXPERIENCE

Woodrock Infotech – Kolkata

MIS Executive | Sept 2024 – Feb 2026

- Managed end-to-end MIS reporting for BPO operations covering productivity, SLA, shrinkage, and attrition metrics.
 - Developed automated Excel dashboards, reducing manual reporting effort by 30% and improving turnaround time.
 - Performed data validation, reconciliation, and quality checks ensuring 99% reporting accuracy.
 - Conducted trend and variance analysis to identify performance gaps and recommend corrective actions.
 - Partnered with operations managers to support KPI monitoring and data-driven decision-making.
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Data Space Academy – Kolkata

Trainee - Data Analytics | Apr 2024 – May 2024

- Performed market research and gathered business requirements for data-driven projects.
 - Developed and executed marketing strategies, increasing engagement by 10%.
 - Analyzed investment and revenue data to estimate break-even points, improving financial planning accuracy by 15%.
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EDUCATION

Bachelor of Commerce (Honours)

Calcutta University | CGPA: 7.5/10 | 2024

Senior Secondary (Class XII), CBSE

Shree Ayyappa Public School | 69% | 2020

PROFESSIONAL CERTIFICATIONS

- Certification in Data Analytics
- Certification in MS Office
- Certification in Tally ERP 9