

MALTI RANA

H.108, China Cluster, International City, Dubai

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IT Professional – DATA ANALYST

Offering 7+ years of IT experience (Data Analyst and Reporting); seeking challenging assignments across the industry.

AREAS OF EXPOSURE

- **Domain Knowledge: Retail, F&A MI Transactions, Insurance Transaction, Immigration Transaction**
- **Onsite Experience: Worked in England (UK) with a leading insurance company as a part of knowledge transfer Oct 2015 – Dec 2015.**

- MIS & OBIEE Reporting and Analysis
 - **OLTP, OLAP**, DashBoard, VBA, Macros
 - Operating System – Windows SP Win 98
 - Web Technologies – HTML, XML
 - Database – Ms-Access, MySQL
 - Other Packages – SIGNET, CITIRIX, MS-OUTLOOK 2010, knowledge of Tally 5.4, 6.3, 7.2a
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PROFICIENCY

- Experience using Advance Excel (Formulae, Pivots, Charts, Lookups, Report Etc)
 - Experience using Visual Basic of Application V.B.A. (Macros, Forms, UDF, Loops, Connectivity Etc)
 - Experience using ERPs (Microsoft Dynamic NAV, Net Suite, Oracle)
 - Experience using Oracle Business Applications (Pulse, Symbility, Redwood, BRM, CRM).
 - Experience using Business Intelligence reporting tools (Cognos TM1, OBIEE)
 - Experience on working with different secure site for data transition.
 - Working Knowledge of OLTP and OLAP Databases
 - Knowledge on Microsoft Access (Tables, Relationships, Joining, Forms, SQL Query, Connectivity Etc.)
 - Knowledge of working on SAS reporting
 - Good command over writing queries on Ms-SQL and Oracle Database.
 - Experience using IRCC system (Global Case Management System)
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PROFESSIONAL EXPERIENCE

Master Data Analyst
APCO Worldwide, Dubai

March 2020 – April 2020

Role and Responsibilities are but not limited to:

- Understand Data quality issues. Identified data for data migration using profiling exercise.
- De Duplicate vendor and client records
- Contact and gather missing information for clients and vendors
- Correct inaccurate information on vendor and clients
- Provide daily report on activity to project manager
- Any other master cleanse activities as directed by project manager
- Responsible for creating Analysis/reports.
- Applying automation using VBA.
- Maintaining Tracker.

Merchandising Coordinator, AWR Lifestyle Team
AW Rostamani Lifestyle LLC., Dubai

Sep 2019 – Jan 2020

Role and Responsibilities are but not limited to:

- Responsible for creating Analysis/reports. (Trade Pack, Best Sellers etc.)
- Working on different ERPs, CRM or similar enterprise applications

- Experience Navision / LS Retail application
- Applying automation using VBA.
- Maintaining Tracker. Creates Purchase Order Template
- Sending the template to Merchandising team for checking.
- Uploading Purchase Order in the Central System.

Sr. Executive – DLG F&A, Team - BICC

Sep 2015 – June 2019

EXL Services Pvt. Ltd., India

- Responsible for creating Analysis/reports and databases
- Identifies discrepancies, obtains and processes data, seeks out missing or relevant information and applying check points on process and correcting it by updating SOP (Standard Operating Procedures)
- Applying automation using VBA.
- Handling critical reports of clients like KPI and financial reports.
- Working on different ERPs, CRM or similar enterprise applications (Symbility, Pulse, BRM, GCMS etc)
- Preparing architecture for new reporting requirements.
- Preparing Management Information reports on clients agreed format (using SQL for database and tools created using Excel VBA).
- Also utilized with OBIEE(11g) in developing reports and its formats using Views, Filters, Prompts, Pivots, Charts etc., And helping the teammates when required.
- As a team leader looking into the performance improvement idea, monitoring the work done by the team, and helping them in report preparation and understanding the requirement with the client over call or email.
- Develops tools, form letters, tracking systems for facilitating or improving existing processes;
- Provides a source of knowledgeable information and assistance to clients on options, products, guidelines, and use of electronic support systems;

Program Assistant – Immigration Section

Jan 2013 – Sep 2015

High Commission of Canada, India

- Processes documentation, applications and files, reviews for completeness and accuracy,
- Prepared all fee quotes and any information required by clients colleagues or authorities
- Identifies discrepancies, obtains and processes data, seeks out missing or relevant information;
- Executes the processes for complicated or problematic cases and researches internal/external sources to resolve problems or discrepancies;
- Researches internal and external sources to inform officer regarding difficult problems in processing, legislative or regulatory conformance;
- Follows quality control guidelines to facilitate compliance and maintain database integrity;
- Develops and implements internal service delivery methods, tracking or reporting tools;
- Participates in training and development of colleagues and support staff;
- PROCESSING VISA APPLICATION FORM FOR TR, PR, Worker, Students

IT Assistant – Govt. NCT Delhi

Nov 2010 – Dec 2012

United Nation Development Program, India

- Responsible for creating Analysis/reports which require extensive and deep knowledge of MS Excel
- Designing and implementing new methodologies using VBA tools, for the reporting automation.
- Processing Ad-hoc and Manual Reports.
- Preparing SOP (Standard Operating Procedures) for the Reports.
- Preparing Weekly/Monthly Minutes of Meeting for review calls.
- Advance Excel (Formulae, Pivots, Charts, Lookups, Report Etc)
- Working knowledge of OLTP and OLAP Database

PROFESSIONAL TRAINING:

MIS & Analytics (VBA & Dashboard) - 2015

SLA Consultants India Pvt. Ltd.

EDUCATIONAL CREDENTIALS:

- MCA from IGNOU (2006-2009)
 - PGDCA from IGNOU (2009)
 - CIC from IGNOU (2001)
 - Diploma in DTP (2001)
 - B.A. from Delhi University (1998)
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PERSONAL DETAILS:

Date of Birth : 15th March
Marital Status : Married
Nationality : Indian
Languages Known : English & Hindi
Hobbies & Interest : Travelling, Reading, Interacting with people, Gardening and planting.

Date:

Place: Dubai