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| **Objective** Reporting and Data Analyst is my key goal. **Skills**  * Develop and design reports, financial schedules, and dashboards using a variety of data-mining and presentation tools. * Drive efficiencies within the current reporting structure including enhanced automation. * Dependencies, issues, and risks. * Continually explore opportunities to improve processes in the ongoing development of analytical tools and models, ad-hoc reports, dashboards and analysis | |  | | --- | | Shalini singh thakur Master in computer application  7+ years of experience. |  **Experience****Service Management Specialist • Accenture • 24 June 2014 - 21 Sep 2018**  * Experience in interpreting and analyzing data for driving business solutions*.* * Optimized data collection procedures and generated reports on a weekly, monthly, and quarterly basis. * Automated Templates and Dashboards to minimize manual intervention, Present real time data. * Proficient in using tools for data extraction, Transformation and loading using tools like - Tableau, Power BI, ETL Oracle tool, Big data tool, SQL, App Script, Plx, Automate Templates, Business Reports and Dashboard,Google Spreadsheets, Google Dashboards. * Well versed with advanced Microsoft Excel to createpivot tables, used VLOOKUP, and functions, macros, VBA.  **Key Projects • Accenture • Highlights** **Project I - FDS (Financial Distributed System)** – P2P,R2R,O2C   * Preparing MBR/QBR (Monthly/Quarterly Business Review) * Change Management, Driving KPI/CPI * Daily Operational Reports and Dashboard Updates * Call Scheduling/Rescheduling, Conduct Operational Meeting for process change and solutions. Preparing MOM, * Validated - Reconciliation, Cash Application, and Unapplied, Assigned Daily Task/Activities.  **Project II- Procurement – Reporting and Automations - P2P**Daily reports, WBR, Dashboard update, Oracle reportTemplates created using Google sheets and App script.Created SQ/Plx Script and procedureCreated Dashboard using Plx/Oracle Data/Google Sheet.Created 8 Templates and 10 Script for Daily/Monthly/QuarterlyTest/Implement - Oracle report v/s PlxCost Saving, Quality Efficiency**Automation and Implementation – Template: Within this project.**NPI & GCD Past Dues Report - Saves 30min of processing timeWBR Template - Saves 2hrs of processing timeBacklog Tickets - Saves 30min of processing timeBacklogTickets\_IDP - Saves 30min of processing timeFiber OOR-Snapshot - Saves 40min of processing timeNet deploy OOR\_Snapshot - Saves 40min of processing timeGoogle DP QC Tracker - Saves 25min of processingtimeDashboard – Report upload and download.**Project III - Finance & Accounting - Reporting and Automations and Support.**  * Team hurdle Tracker, Leaves tracker, Web site creation, ticketing tracker.  Reporting – Mapping Sales Accounts for multiple Advertising Team.Providing User Access for new joiners and mapping ldap to Accounts.Quarterly Summarizing and Forecasting Sales Revenue.Form creation / Automation for Sales team to Add/Update new Account using App Scripts, Google Sheets, and Google Forms.Validations for Sales Account creations and Updations.Created Dashboards using Slurpee – To create Standardize Table.Created Trackers for Operation excellence - Leave Tracker, We@Accenture Tracker, Error Incidence Tracker,Monthly Tracker.Created Website for Quick views & Update, DTP Update, Personal Profiles and all sorts of events and Holidays, Client Visit DetailTime saved per FTE - Daily time saves 20min: 20min \* 22 days = 440 min Time saved = 7.3 hrs.**Project IV – US Payroll – Reporting, Trainer and Process owner.**Follow-up on reports Mass Upload/Bulk Uploads of US payroll reports.Follow-up to receive i/p reports on time, Validation of i/p reports before processing, Running a reports on timely manner and then Validation on o/p reports, Hypo tax for immigrants. Paycheck reports.Type of reports – Payroll Earning, Payroll deductions, Payroll Tax, Garnishments,Resolving Tickets and Paycheck calculations.**Past Experience:**Exl –Sr Payroll Specialist - June 2013 to June 2014. – KPMGConvergys -Technical Support Officer - March 2012 to May 2013 - Avaya Communication.EDS and HO company- HRO-Administrator & Quality Analyst - Nov 2007 - May 2009. US Payroll life cycle, on cycle & off cycle payroll run (operational support and monitoring)**Recent Awards & Recognition**Latest Idea submitted and Awarded for Dollar saving-IDEA NUMBER: #856184 – GCD report / operational report.IDEA NUMBER: #856180 – Procurement DashboardIDEA NUMBER: #856196 – Templates creates**Education**MCA • 2013 • RGPV UniversityMCA (Master in Computer Application) from RGPV University.2009-2013, NRI Institute of Technology and Research. PassedBsc • 2004 • Nagpur UniversityBSc Electronics 2005 from Nagpur University, – St.Francies De Sales College,HSC • 2001 • MSBSHSE12th Higher Secondary – Tidke Mahavidyalaya.SSC • 1999 • MSBSHSESchool – St Ursula Girls High School Passed.**Awards and Stewardship**  * Accenture - Recent Award received for Submitting ideas and Saving FTE time which help in improving the processing time for reporting and Increased Efficiency. * Accenture - Star of Business award (Mar - Apr FY'16), - This award is to recognize your superior performance superior performance on targets/metrics, ownership and delivery against significant challenges * Accenture - Numero Uno (November FY'15) - This award is to recognize your superior performance on targets/metrics, ownership and delivery against significant challenges * Employer EDS- “Emissary of the day” program HRO-Cardinal – Payroll. * Employer EXL- “Recognize for quick learning and implementing the knowledge at work. * Convergys – “Awarded for Not taking any Leaves for a Quarter” |

* Hobbies:
* Watching You tubes – Want to become a you tuber.
* Competition: Won 1st position at State level college competition:
* Event : “Face Painting Competition “On dated NOVIZIO – 2K11
* Father’s Name: Krishna Singh Thakur
* Mother’s Name: Sushila Singh Thakur
* Spouse: Pallab Chatterjee
* Marital Status: Married
* Passport: Yes
* Adhaar Card: Yes
* Date of Birth: 8th January 1984

I hereby declare that information furnished above is true and correct.

Place: Pune Full Name

Updated Date: Shalini Singh Thakur