

RAUNAQ SINGH

Raunaq2002singh@gmail.com | +918278819388 | New Delhi, IN

Analytical and detail-oriented professional with a strong foundation in Information Technology and hands-on experience in data analysis, research, and visualization. Proficient in leveraging advanced tools like Power BI, Excel, Python libraries (Pandas, NumPy, Matplotlib), and SQL to derive actionable insights and support data-driven decision-making. Eager to apply my problem-solving abilities, technical expertise, and strong communication skills to contribute effectively to a dynamic team in a Data Analyst or Business Analyst capacity.

EDUCATION

Manav Rachna International Institute of Research and Studies | New Delhi 2020 – 2023
Bachelor of Science (Information Technology), CGPA- 7.29

Gyan Bharati School | New Delhi 2006 – 2020
Commerce (Accountancy, Business Studies, Economics and Mathematics), CGPA-7.3

PROFESSIONAL EXPERIENCE

Excellanto Ventures | Delhi, India October 2023 – Present
Operations Executive

- Implemented strategies to enhance the overall efficiency of company operations, contributing to a smoother workflow and improved productivity.
- Data research of new tutors, counselors, educators, experts, and practitioners in varied hobbies. Analyzing data for all categories and managing progress parameters. Using data to analyze trends that help inform business policies and decisions.
- Conducted comprehensive market research on nursing positions across the USA, analyzing job trends, salary data, and regional demand to inform strategic decision-making.
- Developed and maintained dashboards to monitor key performance indicators (KPIs), facilitating data-driven decision-making and performance tracking.
- Utilized advanced Excel functions to compile and analyze data, creating detailed reports to present findings and insights to senior management.

Provana | Noida, India June 2022 – July 2022
IT Intern

- Collaborated with the IT team to support daily operations and maintain network infrastructure.
- Assisted in troubleshooting hardware and software issues, ensuring the smooth functioning of systems.
- Participated in the setup and configuration of new computers and peripherals.
- Contributed to documenting technical procedures and user manuals.
- Gained practical experience in IT operations and provided timely technical support.

CERTIFICATIONS

- **AWS Fundamentals Specialization from Coursera**

- **Digital Marketing Course from Auckland Institute of Studies** | Auckland *March 2023 – April 2023*
- Explored the various digital marketing channels and their roles.
 - Understood keyword research, on-page, and off-page optimization techniques.
 - Understood the value of high-quality, relevant content in attracting and engaging audiences.
 - Developed strategies for building brand presence, engagement, and community.
 - Developed a plan that aligns with business goals and target audience.
- **Introduction to Generative Artificial Intelligence by Google from Coursera**
- **Introduction to Artificial Intelligence by IBM**
- **Python for Data Science, AI, and Development by IBM**

SKILLS

Technical Skills: ▶ Amazon AWS ▶ Microsoft Azure ▶ Power Bi ▶ Various Python Libraries (Pandas, NumPy, Matplotlib) ▶ Advance Excel ▶ Machine Learning Techniques ▶ Data Scrapping

Skills: ▶ Problem-Solving Skills ▶ Communication Skills ▶ Continuous Learning ▶ Research Skills

Programming: ▶ C++ ▶ Python ▶ SQL

Software: ▶ MS Office ▶ Jupyter Notebook

Languages: ▶ English ▶ Hindi ▶ Punjabi