

Arjun Singh

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SUMMARY

Experienced Analyst with 3.9 years of experience specializing in business analysis, dashboard creation, Power BI, and advanced Excel. Skilled in data analysis, process improvement, and generating valuable insights for business decision-making. Seeking the position of Business Analyst to utilize my expertise in analyzing complex data sets, identifying trends, and providing actionable recommendations to drive business growth.

EXPERIENCE

Deputy Manager - Energy Analyst Schneider Electric Pvt Ltd.

August 2021 - Present, Gurgaon, India

- Managed utility and supplier accounts for 400+ clients across Europe, overseeing accurate and timely service delivery.
- Served as the primary point of contact for both internal clients and external, facilitating seamless communication and coordination of data activities, ensuring that all parties
- Proactively tracked, identified, and resolved potential energy data-related issues, often collaborating with cross-functional teams to ensure timely and satisfactory resolutions for clients.
- I consistently summarized and conveyed key insights from comprehensive monthly reports to both clients and internal teams, providing clarity on the effectiveness of our invoice collection program. These summaries focused on the efficiency of data collection, pinpointed vendor-related challenges, and presented clear recommendations for clients to improve the process.
- Training and guiding new team members on processes.
- Demonstrated strong multitasking and project management skills by successfully handling additional projects based on available capacity.
- Developed comprehensive reports on energy consumption trends and recommended cost-effective strategies to improve efficiency.

Associate Analyst

Vaco Binary Semantics LLP (On-site Google)

September 2020 - August 2021, Gurgaon, India

- Analysis and review of the advertisement of various e-commerce websites according to Google policies. Understand the trend of E-commerce Ad data using Excel and design the dashboard using Tableau to understand the business requirements.

PROJECTS

IT Partner MDF Portal

Schneider Electric Sustainability Business

- Our IT Partners are at the core of our growth strategy for Secure Power. We invest in these partners through our MDF (Marketing Development Funds) program to help enable and empower them to build

their business with Schneider Electric.

- This project aims to develop a portal that facilitates and streamlines the management of marketing development funds for IT partners. The portal will provide IT partners with the ability to check their remaining marketing development funds, access marketing ideas and assets, and submit requests or proposals for new marketing initiatives. Additionally, the APC by Schneider team will have the capability to approve fund requests, assign project teams, and oversee the execution of approved projects.

Analyze the service quality of budget hotels “A case study of OYO Rooms” with reference to the Agra region.

OYO Rooms

- Study the booking trend (Online/Offline) for OYO Rooms in the Agra Region and determine the factors affecting customer satisfaction towards online Hotel Booking.

Business Opportunities in Local Area with Logistics Support Comprehensive study on Delhivery Pvt Ltd.

Delhivery Pvt. Ltd..

- Utilized technical skills in data analysis and competitor profiling to conduct a comprehensive study on Delhivery Pvt Ltd. and identified key areas for potential collaboration.
- Applied technical skills in data analysis and market research to conduct a comprehensive study on Delhivery Pvt Ltd., informing strategic decisions to enhance delivery services and increase customer satisfaction levels.

EDUCATION

MSc- Data Science

Chandigarh University • Distance Eduaction • 2024 • 8.04

Master of Business Administration – Operations Management

Minor in Marketing Management • Gautam Buddha University • Greater Noida, India • 2020

Bachelor of Engineering

Gautam Buddha University • Greater Noida • 2018

CERTIFICATIONS

Data Science Master Boot-Camp

Business Toys Pvt. Ltd.

Business Analyst

UpGrad

The Fundamental of Digital Marketing

Google Digital Unlocked

Certificate of Merit in Project Management

Manipal pro learn

INVOLVEMENT

Operations Intern

Delhivery Pvt. Ltd. • May 2019 - July 2019

- Utilized technical skills in data analysis to evaluate operational performance, identifying areas for improvement and presenting recommendations to senior management.

Operations Intern

Agra, India · OYO Rooms · May 2018 - December 2018

- Manage the OYO properties operations like greeting guests, conducting revenue audits and keeping track of walk-in bookings and the prices being uploaded on the OYO tablet. And also handle the business development task of onboarding new properties.

SKILLS

Strategic Decision-Making, Operational Support, Dataset analysis, MySQL, Business operations, Customer needs analysis, Advanced problem solving, Advanced Excel, Power BI