Arshpreet Kaur
India
+918527709279
Arsh5690@gmail.com
https://www.linkedin.com/in/arshpreet-kaur-/

Summary

Experienced Business and Data Analyst with 3+ years in data analysis, business intelligence and project management. Proficient in utilizing Microsoft Office and Google Sheets with an in-depth understanding of SQL and Power BI. Adept at synthesizing complex data into actionable insights, creating dashboards and automated tools, and effectively communicating findings to stakeholders. Certified in Google Data Analytics and Google Data Analytics for Beginners.

Professional Experience

Turing
Growth Data Specialist   **May 2022 – Present**

- ✓ Collaborated with cross-functional teams to identify and prioritize business problems and opportunities
- ✓ Conducted requirements analysis and documented business rules and use cases
- ✓ Analyzed and captured business processes, user journeys, and identified alternative solutions, assessing the feasibility, and recommending new approaches.
- ✓ Implemented efficient methods for data extraction, organization, and utilization to inform decision-making
- ✓ Conceptualized and created data dashboards and automated tools to support business needs
- ✓ Tracked key business metrics (KPIs) and identified opportunities for improvement through data analysis
- ✓ Conducted exploratory data analysis to uncover trends and relationships
- ✓ Applied statistical analysis to generate actionable insights and recommendations for business growth
- ✓ Conducted gap analysis to identify inefficiencies and recommended practical solutions
- ✓ Built a logical business intelligence model for real-time reporting and decision-making
- ✓ Built and maintained MS Excel/Google Sheets documents and utilized data visualization tools to effectively communicate insights to stakeholders
- ✓ Analyzed market, sales, and consumer trends to evaluate their impact on long and short-term strategies
- ✓ Synthesized complex insights into clear and actionable recommendations
- ✓ Provided reporting, analysis, and presentations to support informed decision-making by leadership
- ✓ Worked closely with leadership to align on priorities and define the growth and strategic trajectory of the company

R.S. Bassan & Co.   **September 2019 – February 2022**
Business Data Analyst

- ✓ Worked closely with stakeholders to build business requirements and functional design documents
- ✓ Facilitated communication between functional teams and the vendor to determine application problems and implementation paths
- ✓ Analyzed sales, market research, logistics, or transport data to maximize organization's profit
- ✓ Maintained database tables using MS Excel
- ✓ Identified and analyzed cross-functional requirements for cross-agency system and data integration
- ✓ Converted data into actionable insights using numbers and facts, predicting and modeling future outcomes

Education

Master of Science - Amity University	2016
Bachelor of Science - Delhi University	2014

Certifications

Google & Coursera - Professional Certification Google Data Analytics	2022
Google Data Analytics for Beginners - Google Analytics Academy	2021

Technical Skills

Microsoft Office Applications (Excel, Word, PowerPoint, Power Query)
Google Workspace (Google Sheets, Google Docs, Google Slides)
Good understanding of SQL & Power BI