

# SUMAN PANDIT

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## Education

- Sido Kanhu Murmu University Dumka Sahibganj, Jharkhand
- Bachelor of Science in Mathematics September 2020 – November 2023
- St. John Berchman's Inter College Mundli Tinpahar, Jharkhand
- Class 12<sup>th</sup>, Jharkhand Academic Council, Ranchi 2020

## Skills

**Computer Skills** Advance Ms Excel, PowerPoint, Power BI, word And Telly Prime

**Programming** Python(NumPy, Pandas, Matplotlib, Seaborn, SciPy-learn, Beautiful Soup), SQL

## Technical Experience

### Sales Insight:- Hotel Analysis[Power Bi]

- Designed a Power BI dashboard to understand Hotels Bookings and trends
- The final dashboard was effective at displaying the sales trend of Hotels allowing users to understand the data and make informed decisions,
- This dashboard could help in increasing the revenue at least by 10% in the next quarter

### Inventory and GST Management System (Tally Prime)

- Automated GST Compliance: Streamlined GST calculations and filings, improving tax accuracy by 50% and reducing manual errors significantly.
- Real-Time Financial Reporting: Enabled instant generation of P&L statements and balance sheets, reducing report preparation time by 60%.
- Enhanced Data Security: Implemented role-based access and regular backups, improving data safety by 70%.

### HR Data analytics:- HR Domain[Power BI | Excel]

- Designed a Power BI dashboard to track employee data for the HR team, including working hours attendance, performance ,and leaves. The dashboard streamlined HR processes and increased efficiency.
- This Dashboard can save 3-4hours of works for the HR daily

## Achievements

### Leadership and Event Management Experience

- Event Hosting: Served as a host for a major college event, demonstrating strong communication and audience engagement skills.
- Competition Organizer: Successfully planned and executed a college competition, showcasing organizational and team management abilities.
- Impact: Enhanced event participation by 40% and ensured smooth execution, receiving positive feedback from attendees and faculty.
- Google Data Analysis certificate holder from Coursera