

Sarvesh Chhabra

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Professional Summary

Detail-oriented Computer Science student with skills in Excel, reporting, data handling, and data analysis. Experienced in working with datasets, creating dashboards, and organizing business reports.

Skills

- **Excel & Reporting Skills:** MS Excel, Pivot Tables, VLOOKUP / XLOOKUP, Conditional Formatting, Data Cleaning, Charts & Dashboards, Data Entry, Reporting
- **Office & Data Skills:** Basic SQL, Data Analysis, Data Handling, Google Sheets, File Management, MS Word, Documentation
- **Soft Skills:** Attention to Detail, Problem Solving, Time Management, Communication

Projects

Coffee Sales Analysis Dashboard | MS Excel

- Analyzed large-scale coffee sales data using Pivot Tables, charts, and dashboards.
- Created KPI reports for revenue, product performance, and sales trends.
- Organized and cleaned business data for reporting and analysis.
- Built visual dashboards to track sales insights and business performance.

Inventory Management Dashboard | MS Excel

- Built an inventory tracking dashboard using Excel formulas, Pivot Tables, and charts.
- Monitored stock availability, reorder status, revenue, and profit metrics.
- Used GETPIVOTDATA and conditional formatting for dynamic reporting.
- Created KPI sections for Total Revenue, Net Profit, and Critical Reorders.

Sales Reporting Dashboard | MS Excel

- Created a sales reporting dashboard using Pivot Tables and charts.
- Analyzed revenue by city, product, and salesperson.
- Built KPI cards for Total Revenue, Average Revenue, and Maximum Revenue.
- Applied sorting, filtering, and conditional formatting for better reporting.

Employee Attendance Tracker | MS Excel

- Developed an employee attendance management sheet using Excel formulas.
- Calculated attendance percentage and employee status automatically.
- Used IF and COUNTIF formulas for reporting and analysis.
- Applied conditional formatting for attendance visualization.

Work Experience

CodeAlpha | Data Analyst

- Worked with datasets for analysis and reporting tasks.
- Cleaned and organized data using Python and Excel.
- Assisted in preparing reports and project summaries.
- Performed data preprocessing and basic analytical tasks.

CodeSoft | Data Analyst

- Conducted data analysis on structured datasets.
- Worked on data preprocessing and data handling tasks.
- Assisted in identifying trends and insights from data.

Education

NIMS University

Bachelor of Technology (Computer Science Engineering)

- **GPA:** 8.0 / 10

2022 - 2026

Jaipur, Rajasthan, India

Certifications

- **SQL for Data Science - Simplilearn:** Learned SQL essentials including queries, joins, subqueries, aggregations, filtering, and working with real datasets for data analysis.