

# Kareena Gaba

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## PROFESSIONAL SUMMARY

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Analytical Consultant and Data Analyst with 3 years of experience in data extraction, transformation, and interpretation to support business decisions. Proficient in Oracle SQL, Excel, and Power BI, with hands-on experience working with large datasets. Skilled in delivering actionable insights and collaborating cross-functionally to align analytics with strategic goals.

## EDUCATION

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<b>Bachelor of Computer Applications</b> (Computer Applications) Guru Gobind Singh Indraprastha University	2019 - 2022 Grade: 90.1%
<b>Intermediate (Class XII)</b> Maharaja Agrasen Model School	2017 - 2018 Grade: 84.0%
<b>Matriculation (Class X)</b> Maharaja Agrasen Model School	2015 - 2016 Grade: 8.8/10.0

## EXPERIENCE

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**Consultant I** March 2025 - Present  
AON *Gurgaon*

- Led end-to-end data conversion for major clients, managing data mapping, transformation logic, QA, and client validation, achieving 100% TAT and SLA compliance.
- Served as the sole data point of contact on critical client projects, ensuring smooth coordination and zero escalations.
- Trained and mentored 5+ new hires on SQL processes, internal tools, and client workflows, enabling faster onboarding and higher quality output.
- Developed VBA-based email automation, reducing manual effort by 30% and improving communication efficiency.

**Data Analyst II** September 2022 - March 2025  
AON *Gurgaon*

- Developed client-specific custom reports using SQL and managed pension plan QA configurations on Aon's PPP platform.
- Led QA team for manual testing of statements, letters, and web modules, ensuring accurate and timely delivery.
- Performed SQL-based data loads with Oracle Text importer for efficient flat file integration into target databases.
- Built a VBA-based QA comparison tool that improved testing efficiency by 50% and promoted cross-team collaboration through training initiatives.

## PROJECTS

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**SQL: Social Media Project IgClone** ( [Github](#) ) ( [Demo](#) ) June 2025

- Performed in-depth analysis on an Instagram dataset (7+ tables), covering user segmentation, post engagement, and influencer identification.
- Applied advanced SQL techniques including JOINS, CTEs, aggregations, and window functions to extract actionable insights.
- Delivered strategic recommendations for content optimization, marketing focus, and user retention based on data-driven findings.

**Spreadsheet: Zomato Restaurants Expansion** ( [Github](#) ) ( [Demo](#) ) April 2025

- Learned and applied advanced Excel functions (XLOOKUP, COUNTIFS, AVERAGEIFS) for cleaning and transforming large datasets (9,000+ rows).
- Built an interactive Excel dashboard using PivotTables, slicers, and visualizations to present key business metrics across 15 countries.
- Developed analytical skills by identifying expansion opportunities based on user sentiment, pricing patterns, and market saturation.

## CERTIFICATIONS

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**VBA Intermediate and Advanced Tech Up Program** AON ( [Link](#) ) February 2025

- Developed an automated QA tool to compare two Excel files with just two clicks, significantly reducing manual effort and improving accuracy. Also, boosted validation speed by 50% with this automation tool.

## SKILLS

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**Computer Languages:** SQL, SQL, Python

**Data Tools:** Power BI, Power BI

**Software Packages:** Virtualization, Excel, MySQL, Excel

**Soft Skills:** Verbal/nonverbal communication, Team Building, Decision-making, Teamwork, Critical Thinking, Communication Skills

**Others:** Spreadsheet, Analytics

## EXTRA-CURRICULAR ACTIVITIES

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- Recognized with multiple gold and silver awards under Aon's reward policy for outstanding contributions and performance.