

# Muhammad Sahanwaj

[LinkedIn](#) • [Github](#)

## PROFESSIONAL SUMMARY

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Passionate data enthusiast with a strong foundation in SQL, Excel, and Power BI. As a recent graduate of an online data analyst certification program, I have honed my skills in data collection, processing, analysis, and creating compelling visualizations and dashboards. I am eager to apply my analytical insights and passion for data to real-world challenges. I am seeking an entry-level position as a data analyst where I can begin my professional journey and make meaningful contributions to an innovative organization.

## EDUCATION

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<b>Bachelor of Computer Applications</b> (Computer Applications) St Edmunds Collage Shillong	2016 - 2020 Grade: 40.0%
<b>Intermediate (Class XII)</b> Laban Banglee Boys Higher Secondary School, Shillong	2013 - 2015 Grade: 52.2%
<b>Matriculation (Class X)</b> Laban Banglee Boys Higher Secondary School, Shillong	2008 - 2013 Grade: 64.66%

## EXPERIENCE

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**Collection Associate** April 2025 - October 2025  
Slice *Bangalore*

- Managed and analyzed over 10,000+ customer repayment records using Excel, leveraging pivot tables, VLOOKUP, and conditional formatting to identify overdue accounts and improve tracking accuracy by 25%.
- Wrote optimized SQL queries to extract and filter large datasets from internal databases, helping the team reduce manual data retrieval time by 30% and enabling quicker decision-making.
- Developed and maintained weekly performance reports and dashboards that monitored key collection metrics, contributing to a 15% improvement in overall recovery efficiency.

**Management Information System Executive** January 2025 - March 2025  
Love In Store *Bangalore*

- Maintained strong client relationships by providing reliable data support and communication.
- Ensured high data accuracy through regular updates to master data and precise mapping of critical datasets within MIS systems.
- Enhanced operational efficiency by streamlining data processes and improving data integrity.
- Designed and generated supervisor-level and stock-level reports to support performance tracking and inventory control.
- Delivered weekly and monthly MIS reports, including performance summaries, to assist management in strategic decision-making.

**Associate** July 2023 - June 2024  
MONEYVIEW *Bangalore*

- Utilize **Excel spreadsheets** to analyse collection data, identifying trends to optimize the debt recovery process.
- Employ effective communication strategies informed by data analysis to engage debtors and negotiate timely payments.
- Meticulously reconcile accounts, ensuring accurate documentation of all financial transactions related to collections.
- Focus on enhancing efficiency and effectiveness in debt recovery through thorough data analysis and strategic communication.

**Business Development Executive** March 2022 - April 2023  
NOBROKER *kaikondrahalli BANGLORE*

- Seasoned Business Development Executive skilled in identifying growth opportunities and forging strategic partnerships.
- Deep understanding of market trends and strong relationship-building abilities.
- Proven success in driving revenue expansion for organizations.
- Effective communicator adept at navigating complex business landscapes and proficient in **Excel / Spreadsheet** for data management and analysis.
- Utilize analytical skills to present customized solutions, close deals, and consistently achieve sales targets.

## PROJECTS

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**Analytical CRM Development for a Bank** ([Github](#)) ([Demo](#)) May 2024

- Cleaned and prepared bank churn data in Excel, making sure it was accurate and consistent.
- Used SQL to perform in-depth analysis, finding important trends and insights.
- Created interactive dashboards in Power BI to visualize key performance indicators (KPIs) and important findings.
- Summarized the insights and recommendations in a clear PowerPoint presentation.

**Columbia Asia Hospital Analysis** ([Github](#)) ([Demo](#)) April 2024

- Utilized Power BI to develop a comprehensive dashboard for examining hospital growth metrics.
- Identified crucial areas for improving patient satisfaction through data analysis.
- Prioritized specific domains within the hospital based on insights from the dashboard to enhance overall performance and patient experience.

**Zomato Restaurant Analysis** ([Github](#)) ([Demo](#)) February 2024

- Cleaned the data by removing duplicates, fixing missing values, and standardizing formats to ensure accuracy.
- Analysed the data using pivot tables to look at where restaurants are located, which cuisines are popular, price ranges, and customer ratings.
- Built an Excel dashboard to show key insights on location distribution, cuisine trends, prices, and ratings.
- Suggested new locations, highlighted popular cuisines, and focused on high customer ratings to help attract more customers.

## CERTIFICATIONS

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**Professional Certification in Data Science** Newton School ([Link](#)) December 2023

- Pursuing comprehensive Data Science course at Newton School, covering essential topics such as Machine learning, data analysis and statistical modelling
- Acquired hands on experience with industry standards tools and techniques like SQL, Python and data visualization tools like Power BI etc.
- Developed proficiency in problem solving and data driven decision through real world projects and practical assignments

**Google Data Analytics Professional Certificate** Coursera ( [Link](#))

January 2020

- Completed a six-month Google Career Certificate training program.
- Skilled in data cleaning, visualization, and project management.
- Proficient in translating complex data into actionable insights.
- Experienced with multiple programming languages and database management.

**SKILLS**

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**Computer Language:** SQL

**Soft Skill:** Communication Skills, Critical Thinking, Decision-making, Interpersonal communication, Verbal/nonverbal communication

**Databases & Data Tools:** Excel, Power BI

**Domain & Business Skills:** Analytics

**EXTRA-CURRICULAR ACTIVITIES**

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**St Edmund's Collage**

*Animator of young talent time oriental*

- Role in providing a service for the smooth running of the event that adds to the vibrant academic and co-curricular life of the College