

# Priyank Mithiya

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## PROFESSIONAL SUMMARY

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MBA (Finance) graduate with practical experience in MIS reporting, performance analysis, and dashboard development. Skilled in Advanced Excel, SQL basics, Power Query, and KPI monitoring to support data-driven business decisions. Proven ability to improve reporting efficiency and maintain data accuracy through structured analysis and automation. Strong problem-solving skills with a focus on continuous process improvement. Aspiring to grow as a Data Analyst/MIS Executive by delivering actionable insights and operational excellence.

## EDUCATION

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<b>Master of Business Administration (Finance)</b> Parul University	2022 - 2024 Grade: 7.56/10.0
<b>Other (Finance)</b> KES Shrof College	2017 - 2020 Grade: 7.27/10.0
<b>Intermediate (Class XII)</b> Balbharti M.J.P. Junior college of commerce	2015 - 2017 Grade: 64.0%
<b>Matriculation (Class X)</b> Lions School	2014 - 2015 Grade: 70.17%

## EXPERIENCE

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**Agency Manager** June 2025 - Present  
SBI LIFE *Surat*

- Recruited and managed a team of 10+ insurance advisors, driving a 25% growth in sales through performance tracking and data insights.
- Monitored and analyzed weekly business performance trends to support strategic planning and forecasting.
- Maintained 100% accuracy in compliance reports and advisor records as per company and IRDAI standards.
- Collaborated with cross-functional teams to generate MIS reports and identify sales improvement opportunities.
- Improved operational efficiency by 20% through structured reporting systems and periodic performance reviews.

**Wealth Officer** June 2024 - May 2025  
Bajaj Capital *Surat*

- Supported financial advisors in preparing 20+ reports monthly, including portfolio analysis and client performance presentations.
- Developed and maintained Excel-based dashboards to track investment trends and business KPIs, improving reporting efficiency by 30%.
- Ensured 100% on-time submission of accurate reports and insights to senior management and clients for strategic decision-making.

## PROJECTS

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**Social Media Project** ( [Github](#) ) July 2025

- Analyzed data from 7 related tables (users, posts, likes, comments, followers) using SQL joins.
- Calculated key metrics like total users, total posts, total likes, and engagement rate using aggregate functions.
- Identified top active users and most liked posts using GROUP BY and ranking functions.
- Performed data cleaning by detecting duplicates and handling NULL values.
- Generated insights on user activity trends and hashtag performance to support business decisions.
- Used CTE and Window Functions (RANK) for user segmentation and leaderboard analysis.

**Zomato Restaurants Analysis** ( [Github](#) ) June 2025

- Conducted data cleaning and preprocessing (handled missing values, removed duplicates, standardized currency conversions, and created derived columns) to ensure accurate insights.
- Applied Excel functions (VLOOKUP, IF, SUMPRODUCT, aggregation functions) and built PivotTables & Pivot Charts to analyze restaurant distribution, pricing trends, and customer preferences across 15+ countries.

- Identified market expansion opportunities by recommending countries/cities with low competition and below-average ratings, enabling data-driven strategy suggestions for Zomato's growth.
- Performed comparative analysis of cuisines, pricing, and customer ratings, highlighting top-performing cuisines like Sushi, Desserts, and Italian, along with regional trends.
- Developed an interactive visualization dashboard to summarize key insights on restaurant openings, customer spending, and competitive landscape.
- Presented business recommendations (focus on online delivery & table booking, entry into Canada, Qatar, Philippines, etc.) backed by quantitative analysis and trend evaluation.

## CERTIFICATIONS

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**NISM-Series-V-A: Mutual Fund Distributors Certification Examination** NISM

May 2024

- Demonstrated knowledge of mutual fund industry, investment products, and regulatory framework
- Enhanced skills in customer service, relationship management, and compliance

## SKILLS

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

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

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

**Additional Courses:** Data Structure

**Soft Skills:** Team Building, Time management, Teamwork, Critical Thinking, Communication Skills

**Others:** Microsoft Office, Spreadsheet, Analytics

## EXTRA-CURRICULAR ACTIVITIES

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- Served as Event Coordinator for the NAAC Ranking Event at Parul University.
- Served as Class Representative at Parul University for 1.5 years.
- Awarded 1st Prize in Dance (Garba) Competition, Parul University, 2022.