

# Soumya Subhra Mukhopadhyay

[LinkedIn](#)

## PROFESSIONAL SUMMARY

Detail-oriented banking professional with experience as an Assistant Manager at Axis Bank, skilled in MIS reporting, data analysis, operations support, and compliance. Currently upskilling to transition into an MIS Executive role with a strong focus on Excel, reporting automation, and process optimization.

## EDUCATION

<b>Bachelor of Applied Science</b> (Actuarial Science)	2019 - 2022
Birbhum Institute Engineering Technology , Westbengal	Grade: 78.0%
<b>Diploma</b>	2016 - 2019
Kalna Polytechnic , West Bengal	Grade: 67.1%
<b>Matriculation (Class X)</b>	2013 - 2014
Kashiram Das Institution , West Bengal	Grade: 62.0%

## EXPERIENCE

**Data Entry Operator** March 2026 - Present  
DTC GOOD EARTH KOLKATA

- Daily labour report maintenance in Excel Sheet per day basis
- Daily Concrete production report maintenance in Google Sheet
- Indent Sheet update in Google sheet with putting each & Every indent scan copy.
- Post sales sheet update in Google sheet, Customer Demand & Money Receipt sheet Update.
- Creating Purchase bill inward with bill scan copy in Farvision
- Any Type of Data Entry related to site work
- Any Type of Document received & issue to specific department
- Machineries breakdown report filing, maintained in Google drive & Excel Sheet.
- Site employee's Late night & Night duty register maintain in Excel Sheet.

**Assistant Manager** January 2024 - November 2024  
Axis Bank Limited West Bengal

- **Managed daily branch operations** including customer service, account administration, and transaction processing, while maintaining **Excel-based MIS trackers** to monitor daily performance and operational metrics.
- **Assisted in opening and servicing savings, current, and salary accounts**, ensuring compliance with KYC norms and **updating customer and account data in structured Excel databases**.
- **Monitored cash operations and reconciliations**, using **Excel formulas (VLOOKUP/XLOOKUP, SUMIF, IF)** to validate transactions, identify discrepancies, and ensure data accuracy.
- **Coordinated with relationship managers** and branch teams by **sharing automated Excel MIS reports** to track business targets, productivity, and customer acquisition.

## PROJECTS

**Chicago Crime Data Analysis** ( [Github](#) ) ( [Demo](#) ) April 2025

- Analyzed that Theft incident occurring on stress contribute significantly to overall crime Numbers crime numbers.
- Domestic crime constitute **19.89%** of all reported incidents, but only **12.37%** of these domestic cases resulted in an arrest.
- Monthly trend analysis showed a notable decline in reported cases during the **3rd quarter** of the year.
- Conducted details trend analysis to identify key patterns in crime occurrences, enabling focused approach for crime reduction and strategic planning.
- Provide insight & recommendations like enhanced surveillance by installing **CCTV** and **vigilant patrolling** in severally affected zones.

**Zomato Restaurant Analysis** ( [Github](#) ) ( [Demo](#) ) January 2025

- Analyze global restaurant data to provide strategic inside and recommendation for Zomato's expansion into new markets.
- Cleaned and transformed the Zomato restaurant dataset using Excel formulas, **Filters**, and **conditional formatting** to ensure data accuracy and readiness for analysis.
- Conducted in-depth data exploration using **Pivot Tables** and **Pivot Charts** to uncover meaningful patterns in ratings, price ranges, popular cuisines, and the impact of online delivery and table booking.
- Analyzed critical Business questions, such as identifying the restaurant with the largest market capitalization in specific countries.
- Focused on countries with an overall average restaurant **rating 3.5**, to drive data driven decision making.

## CERTIFICATIONS

**Professional Certificate in Data Science** Newton School ( [Link](#) ) April 2024

- Applied practical data analytics techniques, including data cleaning, visualization, and advanced analysis, to address real-world business challenges.
- Gained proficiency in analyzing and visualizing data to convert complex datasets into clear, actionable insights for decision-making.
- Experienced in preparing and refining datasets, resolving data quality issues, and creating impactful visual dashboards to support business understanding.

## SKILLS

**Soft Skill:** Critical Thinking, Decision-making, Responsibility, Time management

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

**Frameworks & Libraries:** Microsoft Office