

Rachana Sombathini

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PROFESSIONAL SUMMARY

Data Analyst with nearly 2 years of experience in data analysis, reporting, and data visualization. Proficient in Advanced Excel, SQL, Power BI, Tableau, and Python, with a strong ability to clean, model, and transform large datasets into meaningful business insights. Skilled in developing interactive dashboards, automating reports, and building KPI frameworks to support strategic and operational decision-making. Experienced in identifying trends, improving data accuracy, and delivering actionable recommendations that enhance business performance and process efficiency.

EDUCATION

Postgraduate Diploma (Data Science) IIIT Bangalore	2023 - 2024 Grade: 8.5/10.0
Bachelor of Technology (Electronics and Communication Engineering) Jawaharal Nehru Technology University , Ananthapur	2010 - 2014 Grade: 75.0%
Intermediate (Class XII) Narayana Junior College	2008 - 2010 Grade: 87.6%
Matriculation (Class X) Fathima E.M High School	2007 - 2008 Grade: 80.0%

EXPERIENCE

MIS Analyst December 2022 - Present
AP State Housing Corporation Ltd *Railway Koduru, Andhra Pradesh*

- Managed and validated large-scale operational datasets across multiple Secretariats and Mandals, ensuring 98%+ data accuracy to support reliable MIS and Power BI reporting for district-level governance.
- Developed and delivered daily, weekly, and monthly MIS and Power BI reports on housing progress, beneficiary status, fund utilization, and scheme performance to support administrative decision-making.
- Performed comprehensive data quality checks, collaborated with IT teams to resolve discrepancies, and successfully reduced data-related issues by 30%.
- Automated recurring reporting tasks and standardized reporting templates, resulting in a 25% improvement in report turnaround time and enhanced workflow efficiency.
- Analyzed district-level scheme performance trends, identified gaps, and provided actionable insights that improved monitoring, planning, and policy execution.
- Strengthened cross-functional coordination, working closely with field staff and senior officers to streamline data collection, validation, and reporting processes, leading to more consistent and timely data updates.

Data Operations Executive December 2017 - December 2022
AP State Housing Corporation Ltd *Railway Koduru, Andhra Pradesh*

- Prepared and delivered 50+ recurring MIS reports and dashboards each month on beneficiary onboarding, project progress, inspections, and fund disbursement across 20+ Mandals.
- Digitized and updated 10,000+ beneficiary records with around 97% accuracy, improving overall data completeness by 25% across scheme phases.
- Performed detailed validation of applicant information and supporting documents, reducing data inconsistencies and duplicate submissions by 18%.
- Provided data summaries and operational reports to 30+ secretariats and field officers, supporting quicker decision-making and reducing manual follow-ups by 20%.
- Conducted periodic data audits covering 5,000+ records per cycle, identifying gaps and coordinating corrective actions that improved data quality scores by 20%.
- Managed digital and physical documentation for 10+ scheme stages, improving retrieval time by 30% and ensuring compliance with government audit requirements.
- Generated scheduled and ad-hoc MIS reports for senior officials, increasing visibility into scheme performance and beneficiary lifecycle tracking by 40%.

PROJECTS

Bank CRM Analysis (Power BI, SQL) ([Github](#)) ([Demo](#)) September 2025

- CRM Analysis: Analyzed 10,000+ customer records to identify key drivers of churn and retention.
- SQL Reporting: Built a MySQL database and executed advanced queries to generate KPIs (avg. credit score 650.53, active membership 51.5%), improving data accuracy by 30%.
- Dashboarding: Created interactive Power BI dashboards on churn trends, customer segments, and profitability, enabling faster decision-making.
- Insights & Strategy: Provided targeted recommendations that could reduce churn by 15–20% through focused customer engagement.
- Skills: Power BI (data modeling, DAX, visualizations), Power Query, Excel, SQL

Chinook Music Store Analysis ([Github](#)) July 2025

- Data Analysis: Cleaned and prepared the Chinook Music Database, fixing all missing values and removing duplicates for 100% accurate reporting.
- Business Insights: Found Rock as the top-selling genre (53.38% of U.S. sales) and identified that repeat customers contributed 94.7% of CLV (\$4460.94).
- Optimization: Supported strategy improvements using churn analysis (-3.5% trend in 2018), CLV modeling, and product affinity insights (Rock often paired with Metal).
- Skills: MySQL Workbench, MS Word, PowerPoint.

Zomato restaurant analysis ([Github](#)) April 2025

- Customer Insight Analysis: Identified a 15% weekend order surge using Excel, supporting demand planning and marketing decisions.
- Data Quality Improvement: Enhanced data accuracy by 12% through structured cleaning and validation.
- Performance Optimization: Built optimized, user-friendly datasets that reduced analysis time and improved decision-making speed.
- Reporting & Visualization: Created dynamic Excel reports and summaries to improve visibility into customer behavior and order trends.
- Skills: MS Excel (Data Cleaning, Pivot Tables, Dashboards, Aggregation, Reporting)

CERTIFICATIONS

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

March 2025

- Currently pursuing a comprehensive Newton 's Data Science certification program encompassing data analysis, machine learning, statistical modeling, and data visualization.
- Gained proficiency in SQL, Power BI, spreadsheet applications, and statistical methodologies to effectively harness the power of data for informed decision-making.
- Acquiring practical skills to drive data-driven decisions, empowering future endeavors in the dynamic and rewarding realm of data science

SKILLS

Computer Language: Python, SQL

Soft Skill: Communication Skills, Decision-making, Time management

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

Domain & Business Skills: Analytics

Frameworks & Libraries: Microsoft Office