

# Rachana Sombathini

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## PROFESSIONAL SUMMARY

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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

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

## EXPERIENCE

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<b>MIS Analyst</b> AP State Housing Corporation Ltd	December 2022 - Present <i>Railway Koduru, Andhra Pradesh</i>
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- 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.

<b>Data Operations Executive</b> AP State Housing Corporation Ltd	December 2017 - December 2022 <i>Railway Koduru, Andhra Pradesh</i>
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- 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

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- 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**

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**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**

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**Computer Languages:** Python, SQL**Data Tools:** Power BI**Software Packages:** Excel, MySQL**Soft Skills:** Time management, Decision-making, Communication Skills**Others:** Microsoft Office, Spreadsheet, Tableau, Analytics