

# UMAR KHAN

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(847) 092-3982 | umarsjc@gmail.com | 35/38 Kolhantola, Allahabad, Uttar Pradesh

## Summary

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Bachelors of Commerce with 3 years experience in Mutual Funds & as an Mis executive. Having strong analytical skills in SQL, Advanced Excel, Power BI, Python and dashboarding. Passionate towards learning, analyzing and report making.

## Skills

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SQL, Excel, Power BI, Python, Tableau, HTML, CSS, Google Sheets

## Experience

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### Veye Research Pvt Ltd | Gurgaon, Haryana

#### MIS Executive | 08/2023 - Present

- Implemented automation techniques in google sheets.
- Using web scraping techniques to scrape data from different sources.
- Daily publishing of reports and recommendation on stocks post analyzing.

### Everstylish lifestyle Pvt. Ltd. | Gurgaon, India

#### Mis Executive | 11/2022 - 07/2023

- Making of daily, weekly and monthly reports of products restocking sheets.
- Created models on excel for forecasting of products restocking.
- Analyze products depending on their sales and took decisions & created dashboards in power BI of different data.

### Planet EDU Exams Pvt. Ltd. | Gurgaon, Haryana

#### MIS Executive | 01/2022 - 10/2022

- Created daily reports in excel. Managed examiners movements through emails.
- Travelled across different exam centres for supervising smooth running of exams.

### Nj Wealth India Pvt Limited | Allahabad, Uttar Pradesh

#### Mutual Fund Distributor | 10/2020 - 12/2021

- Educated investors about the benefits of investing in Mutual Funds. Managed their queries and handled their purchases.

## Education

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### Allahabad University | Allahabad, Uttar Pradesh

#### B.com | 03/2019

## Certificates

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IBM Data analyst Professional Certificate, NISM Series VA Mutual Fund Distributor Certificate

## Other Skills

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Data Visualization

Data Wrangling

Data Analysis

Data Modelling

Statistics