**SANDEEP RAJ S**

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# EXECUTIVE SUMMARY

Data Analyst with around 6 years of relevant experience in the field of data analysis and reporting. Motivated and driven corporate professional with experience in financial analysis and reporting.

*Expertise in:*

|  |  |  |
| --- | --- | --- |
| * Tableau
 | * Financial Planning
 | * SOP
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| * SQL Server
 | * Excel
 | * Dashboards
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| * SAS
 | * MIS
 | * Financial Analysis
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| * Due Diligence
 | * Statistical Analysis
 | * Business Cases
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**Key Projects:** The followingproject are solutions to various business cases.

1. **Audit & Assurance Performance Dashboard**: Tableau workbook connected to MS-SQL database. Automation of this saved 52 work hours a month and reducing manual work by 87%. 13 dashboards showing performance, utilization, work hours distribution, work hours per person, PTO & Time Charge, budgeting, expenses and compliance information of 2700 employees in 60 clusters across 11 industries.

Importance:

* + Helps monitor Audit Practice Performance which is used for year-end discussions and manager check-In's.
	+ Includes an agile data security feature that ensures level wise data confidentiality.
	+ Helps in spotting top performers per period, quarter, fiscal year and monitors compliance issues.
	+ Monitors work hour trends in terms of Client facing hours, PTO, General Administration, Training hours and Unassigned hours.
	+ Shows expense information and budget utilization

1. **Space Management/Office Hoteling**: 17 Live Tableau dashboards that show office spaces reservation activity. Used daily by 11k admin employees across 165 office locations to manage workstations/meeting rooms/events across USA and India. (Tableau Project connecting SAP HANA database) Importance:
	* Helps office administration facilitate and monitor reservation activity, office space utilization, reservation details, equipment usage, caterings and service ordering.
	* Helps decide best fit for specific event by showing summary and details of all meeting rooms available, room capacity, template layout, setup type, technological features, location.

* + Used to monitor high priority meetings and facilitate Client/Partner/MD business meetings across all USA and India office locations.
	+ shows reservation trends and patterns, reservation bumps, cancellations.

1. **Print Services**: Tableau report used by Leadership to make business decisions, merges 7 data sources to form a one stop shop.

Importance:

* + Monitor, compare & track Print Services across 195 USA and India office locations.
	+ Summarizes huge invoice data to compare lease cost, usage cost & recurring expenses.
	+ Trends that facilitates Year-Over-Year compression, financial projections and forecast.
	+ Analysis to show printer over/under utilization per office to help plan reallocation/procurement.
	+ Comparison between Print Volume, Expense, Impression type, Printers to user’s ratio, top vendors, expense per vendor, client expense submission patterns.
	+ Track and dispute outlier’s expenses that are used as case study.

# PROFESSIONAL EXPERIENCE

 **Deloitte Support Services,** Hyderabad Feb’17 – Present

Analyst

*Roles and Responsibilities:*

* Determine operational objectives by studying business functions, gathering information, evaluating output requirements and formats.
* Prepare reports by collecting, analyzing, and summarizing information and trends.
* Report/present data/results to the management from in-house tools on a periodic basis.
* Ability to work on Advanced MS Excel, VB, Tableau, SQL, Python and other reporting tools.
* Provide analysis, track milestones of existing businesses.
* Correlate various data points in the system and bring out inference for the business operations.
* Establish innovative systems and procedures for handling data & reports, continuously improvise on them.
* Build relationship with customers in all teams, at all levels, and assures effective service delivery.
* Define approaches to handle projects and structure deliverables.
* Identify, plan, and develop process excellence procedures and systems that increase the operating quality and efficiency of the team.
* Demonstrate the ability to follow directions, manage multiple tasks, and respond to urgent requests in a positive manner.
* Demonstrate capability of being a quick learner and adapt to new project requirements and process change/update.

**Athena Healthcare Technology,** Chennai Jul’15 – Sep’16 Technical Project Analyst

**Athena health, Inc.** is a publicly traded American company that provides cloud-based services for health care and point-of-care mobile apps. The company was founded in 1997 in San Diego, California. Athena health is headquartered in Watertown, Massachusetts. In India, it has presence in Chennai.

*Roles and Responsibilities:*

* Transferring hierarchical patient’s data from the Legacy EHR systems by converting into Athena standards as a part of Network Onboarding framework.
* Identifying the clients based on their size and involving in both clinical and collector type imports within the assured TAT to meet their Go-Live date with Athena.
* Involves the stateside project managers and project associates over Web Ex or Skype to get the patients data and its mapping values from our vendors.
* Measured team productivity and publish this report on weekly and monthly basis to US stakeholders.
* Supported Technology team by performing User Acceptance Testing [UAT].
* Worked and interacted with the US clients on a day to day basis with ability to delight the client.
* Worked as a Team Player to support the team in successful implementation of key activities.
* Tracked and monitored all the deliverable and ensure that the repository is accessible by key stakeholders.
* Created Business Requirement Specification [BRS] document to help the Technology team easily understand the business need.

**RR Donnelley,** Chennai Dec’12 – Jun’15 Financial Associate

**RR Donnelley** is a Fortune 500 integrated communications company that provides marketing and business communications, commercial printing, and related services. Its corporate headquarters are located in Chicago, Illinois, USA.

*Roles and Responsibilities:*

* MIS reporting by using MS Excel & VBA (Macros) at operational and client level.
* Responsible for ensuring customer satisfaction by meeting service quality.
* Ensured Service Line Agreement [SLA] Adherence in all the reports processed.
* Implemented Management reporting of all the deliverable based on periodicity.
* Shared process improvements to attain operational efficiencies.
* Hands on experience in using MS Excel as a tool for data analysis.
* Demonstrated account management skills by managing key customers.
* *Dividend Posting:* Assumed responsibility for researching the trade date and amount of a dividend that has not posted, to post the dividend, and to verify that it was posted correctly
* *Variance Reporting:* Generated Plan vs Actual report on a daily basis for management decision making for tracking plans which turn out of balance.

# EDUCATIONAL QUALIFICATIONS

**Sree Vidhyanikethan Degree College,** Tirupati

**Bachelor of Science** (Statistics & Computer Science), 2012

# CORE COMPETENCIES

* Preparation of Daily Utilization Reports and Individual Status Report.
* Process oriented professional with ability to train new hires successfully.
* Held a client facing role with meeting deliverables.
* Hands on experience working with US based MNC.
* Attention to detailing.
* Quality driven professional with projects meeting Service Line Agreement [SLA]
* Management Reporting and tracking projects through systemic process.
* Proactive and result oriented professional

# AWARDS & RECOGNITIONS

# Won Extra Mile Award in just span of two months in joining Athena Healthcare.

# Won Spot Award at Deloitte.

**Areas of Interest**

|  |  |
| --- | --- |
| * Data Science & Analysis
* Charting & Report writing
* Presentations
 | * Technology
* Project Management
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# DECLARATION

## I hereby declare that the information provided above is true to the best of my knowledge and belief.

## Date:

## Place: Hyderabad (Sandeep Raj S.)