

ALOK PATHAK

Data Analyst | MIS Reporting & Dashboards | Advanced Excel & Sheets | Statistical Analysis

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PROFESSIONAL SUMMARY

Data Analyst with hands-on experience building MIS reporting frameworks, KPI dashboards, and data-driven insights in a fast-paced SaaS operation. Skilled in advanced Excel/Google Sheets (complex formulas, pivot tables, XLOOKUP/VLOOKUP), SQL, and Power BI for daily, weekly, and monthly reporting to management. Experienced acquiring and maintaining data from primary and secondary sources, applying statistical techniques to interpret results, and identifying trends and patterns in complex datasets to drive actionable recommendations. Strong written and verbal communicator, comfortable operating in fast-paced, deadline-driven environments.

TECHNICAL SKILLS

- **Reporting & MIS:** Daily/Weekly/Monthly MIS Reporting, KPI Dashboards, Stakeholder Reporting, Data-Driven Recommendations
- **Spreadsheets:** Advanced Microsoft Excel & Google Sheets (Pivot Tables, XLOOKUP, VLOOKUP, complex formulas)
- **Statistical & Data Analysis:** Statistical Techniques, Trend & Pattern Analysis, Root Cause Analysis, Data Interpretation, Data Validation
- **Database & BI:** SQL (Joins, CTEs, Aggregations), Power BI, DAX, Tableau, Data Warehousing (Star & Snowflake Schema)
- **Data Systems:** Data Acquisition (Primary & Secondary Sources), ETL Development, Database Maintenance, Data Quality Checks
- **Programming & Tools:** Python (Pandas, NumPy), R, PowerPoint, Business Requirements Gathering

EXPERIENCE

Co-Founder & Data Analyst | InterviewSync.Pro

April 2025 – Present

AI Interview Preparation SaaS Platform | Excel, SQL, Power BI, Python | Bhopal, India

- Built and maintained an MIS reporting framework, delivering recurring dashboards and analytical summaries to management, improving reporting turnaround and consistency.
- Defined data collection systems and operational logic, translating business requirements into structured reporting and measurable KPIs.
- Analysed workflow and product data using statistical techniques to identify trends and patterns, presenting findings and actionable recommendations to stakeholders.
- Conducted data validation and quality checks, and monitored performance to improve reporting accuracy and reliability.
- Leveraged SQL, Python, and Power BI to acquire, maintain, and analyze data from multiple sources for ongoing business reporting.

Data Science Intern | Teachnook / Cognizance IIT Roorkee

April 2024 – June 2024

SQL, Python, Pandas, NumPy, Excel | Remote, India

- Developed and optimized SQL queries for data extraction, transformation, and reporting across large datasets.
- Performed data validation and integrity checks on relational database structures to ensure reporting accuracy.
- Assisted in preparing structured reports and documentation to support operational decision-making.

PROJECTS

Alfred — AI Voice Assistant

June 2026

Python, Anthropic Claude API, Voice I/O, Multithreading, REST APIs

- Built a personal AI assistant with voice I/O, task management, and an animated interface, integrating the Claude API with async multithreading for real-time responsiveness.
- Designed a natural-language action parser to convert voice commands into structured, executable operations and reporting tasks.

Uber Trip and Ride Sales Analysis

November 2025

SQL, Excel, Power BI, Snowflake, ETL, Data Extraction & Transformation

- Built ETL pipelines and conducted data cleaning/standardization in SQL and Excel, achieving 100% data quality for business reporting.
- Built KPI dashboards in Power BI for real-time tracking of performance; automated reporting with SQL & Snowflake, improving reporting efficiency by 40% and enabling data-driven decisions.

CERTIFICATIONS

- [Microsoft Gen AI for Data Analysis](#) – Microsoft, Coursera (June 2026)
- [Google Gen AI Essentials](#) – Google, Coursera (June 2026)
- [SQL Advanced Certification](#) – HackerRank (May 2025)
- [McKinsey Forward Program 2025](#) – McKinsey & Company (May 2025)

EDUCATION

Master of Computer Application (MCA) | LNCT Group of Colleges (RGPV Bhopal)

June 2023 – June 2025

CGPA: 7.7 | SGPA: 8.6

ADDITIONAL

- Strong written/verbal communication; experienced presenting analysis and reports to management.
- Willingness to work 24x7 rotational shifts; open to domestic and international travel as required.