

Kashika Katyal

Data Analyst

About Me

Highly Analytical and detail-oriented Data Analyst with over 5 years of experience in data analysis, financial operations, and business reporting. Skilled in data visualization, reporting, and identifying trends to optimize business performance. Proficient in advanced Excel, SQL, CRM systems, and MIS reporting, with a strong ability to streamline processes and drive efficiency. Adept at collaborating with cross-functional teams to improve data accuracy and decision-making.

Work Experience

Warner Bros. Discovery – Financial Operation Executive

Dec/2022 – Dec/2023
Gurugram, India

- Managed financial operations for the South and West regions, ensuring smooth financial processes and reporting.
- Updated and renewed customer contracts, ensuring all terms remained current and compliant.
- Generated and distributed accurate management reports in a timely manner to meet business needs.
- Coordinated with Regional Offices (ROs) and Sales teams to collect data, review monthly subscriber reports, and resolve issues.
- Issued notices to operators as required, ensuring proper communication and compliance.
- Dispatched monthly invoices across both regions, ensuring accurate delivery and timely processing.
- Created and distributed daily, weekly, and monthly MIS reports using advanced Excel functions.
- Performed data management and data cleaning tasks using Excel formulas to maintain accuracy and consistency.

S Chand Publishing – Data Analyst and Data Administrator

April/2018 – Aug/2022
Delhi, India

- Conducted sales analysis (Gross, Returns, Net) and generated daily, monthly, and yearly reports and dashboards.
- Managed the CRM tool, provided administrative support, delivered training, and coordinated with executives across all branches.
- Engaged with management and organization members to enhance data analysis skills and adopt industry best practices.
- Worked independently and in teams to solve complex data-related challenges.

Contact

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📍 Rohini - 110085

Education

MBA in Banking and Finance

Symbiosis Distance Learning, Pune
Dec 2020

B.Com (Program)

Delhi University, Delhi | Jan 2015

GNIT – Business Management Studies

NIIT, Delhi | Jan 2016

High School Diploma (Commerce)

CBSE, Delhi | Jan 2012

GED

CBSE, Delhi | Jan 2010

Technical Skills

Advanced Excel: VLOOKUP, HLOOKUP, Pivot Tables, COUNTIF, SUMIF, AND functions

Database Management: MySQL, Basic SAP Knowledge, Database Understandings

Data Analysis & Research: Sales Data Research, Sales Data Analysis, Data Collection, Financial Reporting

Software & Systems

Financial Reporting Tools

CRM Systems

Soft Skills & MGMT

Team Management & Leadership

Data Management

AUTH Bridge – MIS Executive

April/2017 – March/2018

Gurugram, India

- Downloaded and mapped data for use by various departments, ensuring seamless data accessibility.
- Created tables, pivot reports, and dashboards to support key decision-making processes.
- Tracked and analyzed different metrics for better reporting and insights.
- Utilized SQL to input, analyze, and model data efficiently.

Accenture – Executive

April/2016 – March/2017

Noida, Uttar Pradesh

- Executed special projects and objectives as per board members' requirements.
- Delivered presentations on Business Ethics and Values.
- Improved company profitability through performance optimization and efficiency strategies.
- Achieved financial targets by implementing structured profit-increasing strategies.