

PRASHANSHA DUBEY

MIS Reporting Analyst | Data Analyst | Advanced Excel | Tableau | Power BI | SQL | Python

+91 87798 25250 | [✉: dubeyprashansha2000@gmail.com](mailto:dubeyprashansha2000@gmail.com) | [🔗 LinkedIn](#)

CAREER OBJECTIVE

Detail-oriented MIS Reporting Analyst and Data Analyst with expertise in Advanced Excel, SQL, Tableau, and Power BI. Skilled in automating reports, building dashboards, and ensuring data accuracy through validation and reconciliation. Strong foundation in commerce and accounting, enabling business understanding and stakeholder alignment. Seeking international remote opportunities in MIS Reporting, Data Analytics, and Business Intelligence.

CAREER OBJECTIVE

- **Advanced Excel:** Pivot Tables, VLOOKUP/XLOOKUP, Macros, Conditional Formatting, Data Validation
- **SQL:** Queries, Joins, Group By, Filtering
- **BI Tools:** Tableau (Interactive Dashboards, KPIs), Power BI (Reports, Visualisations, DAX)
- **Data Quality:** Validation, Reconciliation, Accuracy Checks, Standardisation
- **Programming:** Python (Pandas, NumPy, Data Cleaning)
- **Professional Skills:** Analytical Thinking, Stakeholder Communication, Compliance Awareness, Attention to Detail.

PROJECT

Project Title: "Sales Performance Dashboard (Excel)" [🔗](#)

- Built an interactive MIS dashboard to analyze sales performance by region, category, and time
- Used Pivot Tables, KPIs, slicers, and charts to identify trends in sales and profit
- Applied VLOOKUP and XLOOKUP to merge datasets and retrieve relevant data efficiently
- Automated reporting workflows to reduce manual effort and improve accuracy.

Project Title: "Retail Sales Performance & Profitability Analysis (Power BI)" [🔗](#)

- Developed an interactive Power BI dashboard to analyze sales performance, profitability, and regional trends.
- Designed KPI cards (Sales, Profit, Orders, Profit Margin) and visualizations including bar, line, map, and donut charts.
- Implemented DAX measures and data modeling to generate actionable insights and enable dynamic filtering.

PROFESSIONAL EXPERIENCE

Accountant | Saral Agency | India | 2023 - Present

- Managed end-to-end accounting operations, including payables, receivables, GST, and income tax filing, ensuring 100% compliance with financial regulations.

- Processed and recorded over 500 invoices and bills monthly, improving accuracy and reducing processing time by 20% through streamlined data entry and reconciliation.
- Handled payroll management and bank statement reconciliations, contributing to efficient cash flow tracking and financial reporting.

INTERNSHIP EXPERIENCE

Accountant Intern | CA Kunjan Shah | India | Aug 2022 - Jan 2023

- Filed income tax returns (ITR-3, 5, 6) and managed GSTR-1 and GSTR-3B filing for multiple clients, ensuring timely and accurate compliance.
- Processed GST challan payments and conducted bank reconciliations, gaining hands-on experience with tools like Tally, TaxPro IT, and Excel.
- Supported data entry and client documentation while learning professional financial reporting workflows.

EDUCATION

- Post-graduation as a Data Analyst from Mind Lustre. | 2026
- B. Com (Commerce) at the University of Mumbai. | Nirmala Memorial Foundation College of Commerce and Science |2022 (CGPI- 5.88).
- HSC completed from Maharashtra Board | Vedant International High School and Junior College, Commerce and Science|2019 (57.08%).

TOOLS & TECHNOLOGIES

SQL | Advanced Excel | Tableau | Power BI | Python | Jupyter Notebook | Google Sheets | Microsoft Office

SKILLS

- Problem-Solving Mindset
- Time Management
- Team Collaboration
- Strong Communication
- Detail-Oriented.