

SYED FAIZAN JEELANI

DATA ANALYST

Open to Relocation – GCC Countries | +91 8923582091 | fsyed9444@gmail.com | [LinkedIn](#)

PROFESSIONAL SUMMARY

Results-driven Data Analyst with over 3+ years of experience in data cleaning, MIS reporting, dashboard development, and business analysis. Skilled in Advanced Excel, Power BI, SQL, and Python, with a strong record of transforming large operational datasets into actionable insights that support KPI tracking, trend analysis, and data-driven decision-making. Adept at automating reporting workflows, reducing manual effort, and delivering accurate, audit-ready data for cross-functional stakeholders. Seeking to bring analytical expertise and a process-improvement mindset to a Data Analyst role in the UAE.

CORE COMPETENCIES

- Data Visualization: Power BI (DAX, Data Modeling, Interactive Dashboards), Advanced MS Excel (Pivot Tables, VLOOKUP/XLOOKUP, Power Query, Macros), Google Sheets
- Programming & Querying: Python (Pandas, NumPy, Matplotlib, Seaborn), SQL (Joins, Aggregations, Subqueries), Oracle ERP
- Reporting & Analysis: MIS Reporting, KPI Tracking, Trend & Variance Analysis, Data Cleaning & Validation, Statistical Analysis, Ad-hoc Reporting
- Tools & Platforms: MS Word, MS PowerPoint, Oracle ERP, Digital Filing Systems, Git (Version Control Basics)

PROFESSIONAL EXPERIENCE

Data Analyst | Indus Towers, Gurugram, India

Sep 2025 – Apr 2026

- Managed and validated large-scale operational datasets (1M+ records) in Oracle ERP, ensuring high data accuracy and consistency across multiple telecom tower sites.
- Built and automated dashboards in Excel and Power BI, reducing manual reporting effort by 30% and improving data accessibility for stakeholders.
- Maintained and reconciled Opex data records for multiple sites, organizing digital documentation to maintain 100% audit readiness.
- Generated daily, weekly, and monthly MIS reports and presented findings to cross-functional teams to support operational decision-making.

- Entered, cleaned, and validated large agricultural and operational datasets in Excel, improving reporting accuracy by 25%.
- Designed and built interactive Power BI dashboards for real-time performance tracking, enabling faster, data-driven decisions.
- Coordinated with cross-departmental teams for data collection, verification, and reconciliation.
- Consistently met weekly productivity and data-submission targets while maintaining quality benchmarks.

- Created and maintained daily and weekly MIS reports in MS Excel, delivering actionable business insights to management.
- Automated reporting workflows using advanced Excel formulas, VLOOKUP, and Pivot Tables, significantly reducing manual data-entry effort.
- Organized and maintained digital documentation with a systematic filing structure for fast, reliable retrieval.

KEY PROJECTS

Telecom Operations Performance Dashboard & Data Analytics

- Managed and analyzed operational datasets containing 1M+ records across multiple telecom tower sites.
- Developed interactive Power BI dashboards to monitor operational KPIs, Opex performance, and site-level metrics.
- Automated MIS reporting using Excel, reducing manual effort by 30% and enabling faster business decisions.

BRBN Sales Performance Dashboard

- Developed an interactive Power BI dashboard to monitor Total Sales, Revenue, Quantity Sold, and product-wise performance.
- Created dynamic reports with filters and drill-down functionality, identifying top-performing products and sales patterns.

WordPress Sales Data Extraction & Forecasting Dashboard

- Extracted and consolidated daily/weekly sales data from a WooCommerce store using Excel Power Query ETL.
- Built a structured Excel data model and applied forecasting/trendline functions to project future sales trends.

EDUCATION

Bachelor of Technology (B.Tech.) – Electronics & Communication Engineering

Jamia Hamdard University, New Delhi, India | Oct 2019 – Aug 2023

PERSONAL DETAILS

- Nationality: Indian
- Languages: English, Hindi, Urdu