

Kavya Mehta

Data Analyst · FICTIONAL SAMPLE

Hyderabad, India

Summary

Fictional demonstration candidate. All employers, education, projects, achievements and outcomes are illustrative and unverified. Not a real application or licence record. Data Analyst with an illustrative 13-year career in analytics, decision support and applied machine learning. Combines sql, excel, power bi with disciplined documentation, practical coordination and clear communication. The sample career progresses from focused execution to independent workstream ownership, with responsibilities and boundaries described for each appointment. Selected work includes revenue reporting reconciliation, service turnaround dashboard and customer cohort review. These examples explain the original problem, individual contribution, deliverables, review approach and remaining limitations rather than relying on unsupported headline claims. Prepared for experienced data analyst opportunities requiring dependable delivery, thoughtful professional judgement and collaboration. The qualification narrative includes M.Sc in Applied Analytics. Every named organisation and outcome in this record is fictional; professional eligibility is not independently established. Turn a clear brief into dependable analytics, decision support and applied machine learning work: understand the context, apply sql and excel, record the evidence and explain the limitations before handover.

Experience

Data Analyst - Meridian Analytics Research (fictional)

2022-07 - Present

Independent ownership of scoped data analyst work, coordinating contributors and making review requirements explicit. Includes the first two selected work examples. Aligned metric definitions and reconciled transaction extracts. Built stage-level views with explicit exclusion rules. Led brief clarification and prioritised work using sql, excel and power bi. Raised unresolved constraints before committing to the next stage. Coordinated peer reviews and handover preparation; used a data-quality and lineage note to distinguish completed work, assumptions and follow-up needs. Supported colleagues with practical examples of data cleaning and maintained a concise learning record after important assignments. Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Senior Data Analyst - Northline Analytics Research (fictional)

2018-07 - 2022-06

Owned defined assignments and supported cross-functional coordination. Developed deeper practice in power bi and data cleaning. Created cohort tables and a repeatable refresh process. Translated incoming requirements into a sequenced plan and aligned responsibilities with the project or service owner. Applied cohort analysis and data dictionaries to resolve delivery questions while maintaining source and decision notes. Introduced reusable working documents and reviewed exceptions with the responsible specialist rather than silently changing scope. Prepared a model or analysis review so the next team could understand the work and remaining questions. Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Data Analyst - Cedarbridge Analytics Research (fictional)

2015-07 - 2018-06

Progressed from supported tasks to independently managed assignments, with review available for unfamiliar or higher-risk decisions. Handled recurring work involving sql and excel using a documented preparation and review process. Supported service turnaround dashboard by organising inputs, maintaining issue notes and incorporating reviewer feedback. Coordinated colleagues and internal stakeholders using concise status updates, clear questions and agreed next steps. Improved record consistency through dashboard design and documented handover expectations. Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Assistant Data Analyst - Cedarbridge Analytics Research (fictional)

2013-07 - 2015-06

Built practical foundations through supervised assignments, routine documentation and feedback from experienced colleagues. Assisted with sql and power bi within an agreed scope and escalated unfamiliar work. Prepared inputs and checked completeness before passing work to the responsible reviewer. Maintained task records and learned to communicate assumptions, constraints and observed problems clearly. Applied review feedback to subsequent assignments and developed a dependable working routine. Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Education

M.Sc in Applied Analytics - Asterbridge Institute of Professional Studies (fictional institution)

2011-07 - 2013-05

completed - fictional record SQL Excel data cleaning Specialist study on revenue reporting reconciliation; an illustrative learning project, not a published result.

B.Com in Business Analytics - Cedarhaven College of Applied Studies (fictional institution)

completed - fictional record Power BI cohort analysis data dictionaries Applied coursework in sql, documentation and reviewed practical assignments.

Projects

Revenue reporting reconciliation

Fictional internal work programme in analytics, decision support and applied machine learning; not a real client case study. Problem: Departments reported different monthly totals. Objective: Create a workable response to this issue through sql, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up. Data Analyst; owned the stated workstream, not the full organisation or every collaborator contribution. Aligned metric definitions and reconciled transaction extracts. Prepared the scope with the commissioning team, identified unresolved inputs and used sql to turn the brief into a sequenced work package. Applied excel and power bi while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes. Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed. Methods: SQL; Excel; Power BI; data cleaning Deliverables: Revenue reporting reconciliation - scoped brief; Revenue reporting reconciliation - reviewed working package; Revenue reporting reconciliation - handover and learning summary Review: Reviewed the scoped output against the agreed brief, recorded exceptions and checked that key conclusions could be traced to observations. The review package calls for a data-quality and lineage note and a named human reviewer. Illustrative outcome: the team adopted a repeatable approach for revenue reporting reconciliation, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied. Limitations: Synthetic demonstration only. Examples use synthetic or permissioned data; no claim is made that a model is safe for an untested population. No underlying client documents, independently verified measurements or signed approval records are attached.

Service turnaround dashboard

Fictional internal work programme in analytics, decision support and applied machine learning; not a real client case study. Problem: Managers could not locate aging requests. Objective: Create a workable response to this issue through excel, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up. Data Analyst; owned the stated workstream, not the full organisation or every collaborator contribution. Built stage-level views with explicit exclusion rules. Prepared the scope with the commissioning team, identified unresolved inputs and used power bi to turn the brief into a sequenced work package. Applied data cleaning and cohort analysis while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes. Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed. Methods: Excel; Power BI; data cleaning; cohort analysis Deliverables: Service turnaround dashboard - scoped brief; Service turnaround dashboard - reviewed working package; Service turnaround dashboard - handover and learning summary Review: Reviewed the scoped output against the agreed brief, recorded exceptions and checked that key conclusions could be traced to observations. The review package calls for an evaluation protocol and a named human reviewer. Illustrative outcome: the team adopted a repeatable approach for service turnaround dashboard, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied. Limitations: Synthetic demonstration only. Examples use synthetic or permissioned data; no claim is made that a model is safe for an untested population. No underlying client documents, independently verified measurements or signed approval records are attached.

Customer cohort review

Fictional internal work programme in analytics, decision support and applied machine learning; not a real client case study. Problem: Aggregate retention concealed segment changes. Objective: Create a workable response to this issue through power bi, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up. Data Analyst; owned the stated workstream, not the full organisation or every collaborator contribution. Created cohort tables and a repeatable refresh process. Prepared the scope with the commissioning team, identified unresolved inputs and used cohort analysis to turn the brief into a sequenced work package. Applied data dictionaries and dashboard design while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes. Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed. Methods: Power BI; data cleaning; cohort analysis; data dictionaries Deliverables: Customer cohort review - scoped brief; Customer cohort review - reviewed working package; Customer cohort review - handover and learning summary Review: Reviewed the scoped output against the agreed brief, recorded exceptions and checked that key conclusions could be traced to observations. The review package calls for a model or analysis review and a named human reviewer. Illustrative outcome: the team adopted a repeatable approach for customer cohort review, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied. Limitations: Synthetic demonstration only. Examples use synthetic or permissioned data; no claim is made that a model is safe for an untested population. No underlying client documents, independently verified measurements or signed approval records are attached.

Skills

SQL

Applied to revenue reporting reconciliation through documented preparation, execution and review.

Excel

Applied to service turnaround dashboard through documented preparation, execution and review.

Power BI

Applied to customer cohort review through documented preparation, execution and review.

data cleaning

Applied to revenue reporting reconciliation through documented preparation, execution and review.

cohort analysis

Applied to service turnaround dashboard through documented preparation, execution and review.

data dictionaries

Applied to customer cohort review through documented preparation, execution and review.

dashboard design

Applied to revenue reporting reconciliation through documented preparation, execution and review.

stakeholder communication

Applied to service turnaround dashboard through documented preparation, execution and review.

Certifications

Experiment design practicum

Meridian Professional Learning Studio (fictional) 2023 continuing learning - not a licence or certification Sql and data cleaning in the context of data analyst work. Used reflective exercises and a bounded practice example related to revenue reporting reconciliation.

Responsible data handling workshop

Meridian Professional Learning Studio (fictional) 2024 continuing learning - not a licence or certification Excel and cohort analysis in the context of data analyst work. Used reflective exercises and a bounded practice example related to service turnaround dashboard.

Model monitoring case lab

Meridian Professional Learning Studio (fictional) 2025 continuing learning - not a licence or certification Power bi and data dictionaries in the context of data analyst work. Used reflective exercises and a bounded practice example related to customer cohort review.

Languages

English

professional working - fictional sample

Hindi

professional working - fictional sample

Achievements

Revenue reporting reconciliation

Aligned metric definitions and reconciled transaction extracts. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Service turnaround dashboard

Built stage-level views with explicit exclusion rules. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Customer cohort review

Created cohort tables and a repeatable refresh process. The achievement is the described workstream contribution; independent outcome evidence is not supplied.