



KAVYA MEHTA

Data Analyst

SQL, Excel, Power BI

Hyderabad, India | kavya.mehta@example.com | ROLE 02-04

FICTIONAL SAMPLE - all employers, qualifications and outcomes are illustrative and unverified.

EXECUTIVE SUMMARY

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.

AT A GLANCE

13 years

ILLUSTRATIVE CAREER

4

CAREER APPOINTMENTS

3

WORK EXAMPLES

2

EDUCATION RECORDS

CORE COMPETENCIES

SQL / Excel
Power BI / data cleaning
cohort analysis / data dictionaries
dashboard design / stakeholder communication

PROFESSIONAL MISSION

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.

Career family: AI, Data & Analytics | Snapshot: 2026-09-22

PROFESSIONAL EXPERIENCE / RECENT

Data Analyst

Meridian Analytics Research (fictional)

Jul 2022 - Present | Hyderabad, India

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)

Jul 2018 - Jun 2022 | Hyderabad, India

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.

PROFESSIONAL WORKING PRINCIPLES

- Define the decision, data lineage and evaluation boundary before choosing a method.
- Separate development, validation and holdout data and record known failure modes.
- Document uncertainty, monitoring ownership and human review for consequential uses.

PROFESSIONAL EXPERIENCE / EARLIER

Data Analyst

Cedarbridge Analytics Research (fictional)

Jul 2015 - Jun 2018 | Hyderabad, India

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)

Jul 2013 - Jun 2015 | Hyderabad, India

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.

SELECTED CONTRIBUTIONS

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.

SELECTED WORK / 01

Revenue reporting reconciliation

P1 | Jan 2023 - Jun 2023 | FICTIONAL WORK EXAMPLE

Context. 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.

Contribution and ownership. 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.

Suggested evidence (not supplied): data-quality and lineage note; evaluation protocol; model or analysis review.

SPECIALIST PRACTICE

Evaluation and data stewardship

The sample focuses on sql, excel, power bi. Approvals, supervision and specialist input are identified in each work package; work outside this scope is referred to the designated responsible person.

Peer learning and practical guidance. Created short examples on sql and data cleaning for colleagues. Separated personal preferences from agreed team procedures and recorded useful questions.

Review and handover discipline. Facilitated practical reviews of service turnaround dashboard, ensuring that unresolved issues retained a named owner rather than disappearing from final presentations.

Examples use synthetic or permissioned data; no claim is made that a model is safe for an untested population.

SELECTED WORK / 02 AND 03

Service turnaround dashboard

P2 | Jan 2024 - Jun 2024 | Meridian Analytics Research (fictional)

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.

Ownership. 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

Delivered. Service turnaround dashboard - scoped brief; Service turnaround dashboard - reviewed working package; Service turnaround dashboard - handover and learning summary

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.

Suggested evidence (not supplied): data-quality and lineage note; evaluation protocol; model or analysis review.

Customer cohort review

P3 | Jan 2019 - Jun 2019 | Northline Analytics Research (fictional)

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.

Ownership. 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

Delivered. Customer cohort review - scoped brief; Customer cohort review - reviewed working package; Customer cohort review - handover and learning summary

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.

Suggested evidence (not supplied): data-quality and lineage note; evaluation protocol; model or analysis review.

EDUCATION AND SPECIALIST LEARNING

M.Sc in Applied Analytics

Asterbridge Institute of Professional Studies (fictional institution)
Jul 2011 - May 2013 | completed - fictional record
Focus: 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)
Jul 2008 - May 2011 | completed - fictional record
Focus: Power BI, cohort analysis, data dictionaries. Applied coursework in sql, documentation and reviewed practical assignments.

CONTINUING PROFESSIONAL DEVELOPMENT

Experiment design practicum (2023). 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 (2024). 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 (2025). 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.

Provider for these illustrative learning records: Meridian Professional Learning Studio (fictional). Not a licence or certification.

LANGUAGES AND WORKING PREFERENCES

English and Hindi - professional working proficiency in this fictional record.

Work arrangement: hybrid; remote feasibility discussed per role. Relocation: open to discussion - sample preference. Availability: not confirmed; discuss before an interview.

CREDENTIAL AND EVIDENCE STATUS

Examples use synthetic or permissioned data; no claim is made that a model is safe for an untested population.

Synthetic qualification and institution names illustrate profile fields only; they are not a validated qualification route or recognised accreditation claim.

No real referee, endorsement, award, publication, membership or licence is supplied.

Use for templates, product demonstrations and test data only. Replace fictional claims and remove the demo label only after approval of real candidate information.

Contact placeholder: kavya.mehta@example.com. No phone, live profile URL or verified reference is supplied.

Complete machine-readable data: profile.json. Interactive companion: portfolio.html. Reference CV used for structure only; this is not Ajay Prajapat's biography.