

# MANJULA SAKTHIVEL

## Data Analyst

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### JOB OBJECTIVE

Aspiring Data Science/ Data Analytics professional with a strong foundation in Python, SQL, and Power BI, and hands-on experience in Machine Learning and Data Visualization. Eager to apply analytical skills to derive actionable insights and support data-driven decision-making. Targeting a challenging Data Science/ Data Analytics role to contribute to business optimization and continuous learning, preferably in Chennai.

### EDUCATION

- B.Com.**  
*Sri Kanyaka Parameswari Arts & Science College for Women (Affiliated with University of Madras)*  
Chennai | 2014 | 72%
- 12<sup>th</sup>**  
*Muruga Dhanushkodi Girls Higher Secondary School*  
Chennai | 2011 | 84%
- 10<sup>th</sup>**  
*Muruga Dhanushkodi Girls Higher Secondary School*  
Chennai | 2009 | 82.8%

### AREAS OF EXPOSURE

- Data Science & Analytics
- Business Intelligence (BI)
- Data Visualization & Reporting
- Data Collection & Integration
- Data Cleaning & Transformation
- Statistical Analysis
- Machine Learning & Predictive Modeling
- Deep Learning & AI Concepts
- SQL & Database Management
- Advanced Excel & Spreadsheet Modeling
- Data Mining & Insights Extraction
- Data-Driven Decision-Making

### TECHNICAL SKILLS

- Python
- SQL
- Power BI
- Tableau
- Advanced Excel
- Data Science

### INTERNSHIP/CERTIFICATION

- Data Science** (6 months)  
Course Duration: Feb'24 – Aug'24  
Internship Duration: Aug'24 – Feb'25  
*Besant Technologies, Chennai*  
Covers **Python, SQL, Power BI, Tableau, Advanced Excel, ML, DL, AI**

### PROFILE SUMMARY

- A focused professional** with **8.5 years** of experience in Export Management and Accounts; possess **practical knowledge of Data Science**, currently completing a **Data Science course**, gaining expertise in **Python, SQL, Power BI, Tableau**, and **Advanced Excel** to transform raw data into **actionable insights** for decision-making and process optimization.
- Acquiring hands-on experience in **Machine Learning, Deep Learning**, and **AI** to solve real-world business problems by leveraging data to generate **predictive models** and enhance operational efficiencies.
- Rich experience in **cleaning, transforming**, and analyzing large datasets to ensure **data integrity** and accuracy, helping to uncover **trends** and **key business metrics** that guide strategic decision-making.
- Proficient in **Power BI** and **Tableau**, creating dynamic, user-friendly **dashboards** that track **key performance indicators (KPIs)** and visualize complex data sets to improve decision-making.
- Proven capability to present **data-driven insights** to both technical and non-technical stakeholders, ensuring that data findings are understood and utilized to influence **business strategies** and operations.
- Last worked at Pulkit Group of Companies**; managed **export documentation** and **logistics data**, coordinated with **customers** and **suppliers**, and maintained **shipment tracking reports**; enhanced efficiency by automating and optimizing **data-related tasks**.

### WORK EXPERIENCE

#### Sep'21 – Jan'24 | Export Executive | Pulkit Group of Companies, Chennai

##### Key Result Areas:

- Led and processed shipping documents, including Purchase Orders, packing lists, and export paperwork (I/V, P/L, C/O, B/L) promptly and accurately.
- Collaborated with customers, forwarders, and suppliers to manage export tasks, ensuring efficient shipment logistics.
- Maintained Excel records for export shipments, as well as payments for CHA, forwarders, and suppliers.
- Provided export status updates, reported shipping costs, and assisted in shipment planning with the Production Team.
- Generated and uploaded E-invoices to the portal, and provided POE documents to suppliers as needed.

##### Highlight:

- Streamlined export operations, optimized documentation, and built strong stakeholder relationships, leading to improved performance and customer satisfaction.

#### Aug'17 – Aug'20 | Export Executive | Ganges International Pvt. Ltd., Chennai

##### Key Result Areas:

- Managed vessel status updates for export shipments, coordinated with Customs House Agents (CHA), and reported to the Export Manager.
- Maintained Excel sheets for export shipment details, arranged duty payments, and tracked export documents (Bill of Lading, Invoices), vessel arrivals, and import formalities.
- Administered Steamer Agent and CFS bills, ensuring accurate records and up-to-date knowledge of related procedures.
- Prepared and submitted export documents to the bank, followed up on payments, and collaborated with team members to enhance operational efficiency and system knowledge.

##### Highlight:

- Successfully managed export operations by enhancing documentation accuracy, streamlining processes, and fostering efficient practices, resulting in a more compliant and effective export environment.

#### Aug'14 – Aug'17 | Accounts Executive | Florence Shoe Company Pvt. Ltd., Chennai

##### Key Result Areas:

- Verified purchase invoices, entered these into Tally ERP 9, and updated journals, ledgers, and financial records.
- Recorded petty cash entries in Tally and addressed supplier payment queries.
- Maintained and organized supplier files, ensuring proper documentation.

##### Highlight:

- Successfully improved financial operations by optimizing invoice processing, refining reconciliation methods, and maintaining accuracy and compliance in all transactions.

### PERSONAL DETAILS

**Date of Birth** : 24<sup>th</sup> June 1993  
**Languages Known** : English, Tamil