

SHIVANI SINGH

My Contact

✉ shivani84472@gmail.com

☎ +918851633080

📍 Rohini Delhi

Hard Skill

- Proficient in Python with a focus on task automation, data analysis, and web scraping.
- Strong understanding of C, C++, and object-oriented programming (OOP) concepts, with experience in application development.
- Proficient in writing semantic, well-structured HTML5 for accessible and SEO-optimized websites.
- Skilled in CSS3 for creating visually appealing, responsive designs with Flexbox and Grid.
- Expertise in CSS preprocessors like SASS/SCSS for scalable and maintainable styling.
- Knowledgeable in using CSS animations, transitions, and media queries to enhance user experience.
- Strong knowledge of ES6+ JavaScript for creating dynamic and interactive web applications.
- Proficient in using JavaScript frameworks and libraries like jQuery and AJAX for data fetching.
- Experience in developing scalable, single-page applications (SPA) using Angular framework.
- Skilled in MySQL database management, including database design, querying, and optimization.
- Experience with Automation Anywhere for robotic process automation (RPA), including analyzing invoice data, training and validating data using IQ Bot, and automating tasks like purchase request creation and data reconciliation.
- Proficient in data visualization tools like Matplotlib and Seaborn for presenting insights from data analysis and machine learning models.
- Data Visualization: proficiency in visualizing data using tools like Tableau, Power BI, or matplotlib.
- Programming Languages: Include languages like Python, R, SQL, or others relevant to data analysis.
- Data Mining: extracting meaningful insights from large datasets.
- Communication: ability to communicate findings effectively to stakeholders through reports, presentations, or visualizations.
- Power BI: Power BI for data visualization, dashboard creation, and interactive reporting.

Soft Skill

- Observation Decision making
- Communication
- Multi-tasking
- Time Mangement
- Problem - Solving
- Communication
- Leadership

Education Background

- HMRITM, GGSIPU
BTECH INFORMATION TECHNOLOGY
2016 - 2020
SECURED 70
- SHAHEED CAPTAIN SANJEEV DAHIYA GOVT
SARVODYA CO-ED SR SEC
SCHOOL
12TH
2014 - 2015
SECURED 62%
- SHAHEED CAPTAIN SANJEEV DAHIYA GOVT
SARVODYA CO-ED SR SEC
SCHOOL
10TH
2012 - 2013
SECURED 76%

About Me

I have experience working in an analyst position at Big Four Ernst and Young LLP. During my time there, I completed project work, including involvement in a project where I utilized Automation Anywhere for processing invoices through RPA. Subsequently, reconciliation occurred, and I managed to compile the final data into Excel. Additionally, I employed Python for task automation in this project.

Furthermore, I have undertaken Python projects where I performed Excel automation using Python's pandas library. My tasks included working with pivot tables, identifying missing values, and manipulating data in Python using pandas.

Professional Experience

Ernst & Young LLP (EY) Big Four | Analyst 2022 - 2023

- Analyzed invoice data from large companies.
- Trained and validated data using IQ Bot, creating purchase requests (PR) and conducting reconciliation.
- Generated reports and communicated insights to the broader business.
- Wrote Python code for task automation.
- Worked on RPA projects using Automation Anywhere, processing invoices, creating purchase requests, and reconciling data.
- Automated the manual task of processing invoices for tax correction.

Project

In my previous role, I spearheaded a project focused on automation and data analysis using Automation Anywhere. Key responsibilities included analyzing invoice data from large companies, training and validating data using IQ Bot, and automating tasks such as creating purchase requests (PR) and reconciling data. Additionally, I generated reports to communicate insights to the broader business. Furthermore, I wrote Python code to automate various tasks, enhancing efficiency and accuracy. These projects involved working on RPA initiatives using Automation Anywhere to process invoices, create purchase requests, and reconcile data, ultimately contributing to streamlining processes and improving overall productivity.

I have extensive experience working with Alteryx, where I have successfully cleaned, transformed, and standardized data from various sources. I have designed and automated ETL workflows to streamline data integration processes and implemented advanced analytics and predictive models to support decision-making. Additionally, I have developed and automated comprehensive reports and dashboards, integrating Alteryx with other BI tools like Tableau and Power BI to enhance data visualization and reporting capabilities. My efforts in optimizing data workflows have improved performance and efficiency, reducing processing time and resource consumption. I have also provided training and support to team members on Alteryx functionalities and best practices, utilized Alteryx's API capabilities to fetch and push data from/to external systems and databases, mastered data blending techniques, and created custom macros to streamline repetitive tasks and enhance workflow efficiency.