

HARSHITA BAKI WAL

DATA ANALYST | MIS | AI-AUGMENTED ANALYTICS

Jawad, Madhya Pradesh | +91 6232883530 | harshitabakliwal848@gmail.com | linkedin.com/in/harshita-bakliwal | github.com/harshita-bakliwal

PROFESSIONAL SUMMARY

Data Analyst with a B.Sc. in Mathematics, a Certificate Course in Data Analytics, and hands-on industry experience in MIS reporting. Currently working as a Junior Officer – Data Analyst (MIS) Apprentice at Finecure Pharmaceuticals Limited, using Google Sheets, Google Apps Script and Looker Studio for data management, reporting, automation and dashboarding. Also skilled in Python, SQL, Excel and Power BI, with a strong focus on data cleaning, visualization and business reporting.

PROFESSIONAL EXPERIENCE

JUNIOR OFFICER – DATA ANALYST (MIS) APPRENTICE

Finecure Pharmaceuticals Limited | Ahmedabad, Gujarat | 2026 – Present

- Work with **Google Sheets** for data management, analysis, consolidation and MIS reporting.
- Use **Google Apps Script** to automate repetitive reporting tasks and improve reporting workflows.
- Create and maintain **Looker Studio** dashboards for business reporting and data visualization.
- Perform data validation, cleaning and accuracy checks to support reliable reports.
- Prepare and maintain recurring MIS reports and convert operational data into clear business information.
- Use **Google Gemini** as an AI-assisted productivity tool for data analysis and reporting workflows.

EDUCATION

Bachelor of Science in Mathematics

Vikram University – Mahatma Gandhi College, Jawad, Madhya Pradesh | 2022 – 2025

CERTIFICATION

Certificate Course in Data Analytics — NSDC (National Skill Development Corporation), Govt. of India | TOPS Technologies, Gujarat

TECHNICAL SKILLS

Data & Reporting: Google Sheets, Looker Studio, Excel, Power BI, Data Cleaning, Data Validation, MIS Reporting, Data Visualization

Automation & AI: Google Apps Script, Google Gemini, AI-assisted data analysis

Programming & Database: Python, SQL/MySQL, Pandas, NumPy, Matplotlib, Seaborn

PROJECTS

Sales Analysis Dashboard – Power BI

- Developed an interactive dashboard to track sales performance using KPIs, charts, filters and business-focused visualizations.
- Performed data cleaning and preparation before analysis and reporting.

Exploratory Data Analysis – Python

- Performed EDA using Pandas, NumPy, Matplotlib and Seaborn to identify patterns, trends and outliers.
- Generated data-driven insights through correlation analysis, distributions and visualization.

ADDITIONAL

Strong interest in data-driven decision making, reporting automation, business analytics and AI-assisted productivity. Continuously developing practical skills in Data Analytics and related technologies.