



# CHRISTEENA FLAMY

## PROFESSIONAL SKILLS

Data cleaning, Data validation and excellent problem-solving skills including the ability to analyze and resolve complex problems.

Experience in Microsoft Excel- Pivotable, Pivot chart, Formulas, Functions, Macros, power query, SAP.

Proficiency in SQL and Bigquery: extract data from large databases.

Knowledge in Data Visualization Tools-Tableau, Power BI.

Creating reports by analyzing, collecting and understanding data using data analysis tool.

Knowledge in research methodologies such as web searching tools, social media, market analysis

Data analysis Through R Programming language.

Designing presentations in PowerPoint.

PCEP course completed from Python Institute.

## DATA ANALYST

Google Certified Data Analyst with a background in Computer Science, with good analytical skills and strong ethics in work. Well versed in using multiple approaches to solve complex business problems through efficient use of data. Excellent understanding of platforms for data analysis, including SQL, Power BI, Google Analytics, Big query, Tableau, Google Sheets, Excel, Python and R programming

## CERTIFICATIONS

GOOGLE DATA ANALYTICS PROFESSIONAL CERTIFICATE|2021

CERTIFICATION LINK

MICROSOFT AZURE FUNDAMENTALS (PURSUING)

LinkedIn learning- [POWER BI: DASHBOARD FOR BEGINNERS CERTIFICATION LINK](#)

PCEP – Course completed from python Institute

## EDUCATION

BSC. COMPUTER SCIENCE  
Prajyothi Niketan College, Calicut University, India-|2015-2018|

## MIS EXECUTIVE

**NCRI Ascentia services, Dubai (Nov,2021 - till present)**

- Creating monthly, daily reports and dashboard for Dubai government client.
- Experienced MIS in Call center, Debt collection and bank collection recovery department.
- Presenting customized reports and dashboards as per requirement.
- Creating real-time dashboard using power query in excel.
- Maintaining SQL Database, fetching and querying data as per the requirement.
- Client meeting with Government heads based on monthly reports.
- Collecting and creating reports for DU and RAK collection recovery team.
- Creating Monthly and Daily Dashboard based on Team debt collection and Agent collection performance.
- Releasing daily and monthly reports to the organization based on the agent wise Utilization and performance.

## PROJECT [PROJECT LINK](#)

Bella beat case study- a case study for google data analysis certificate  
Data analysis and data visualization using R programming  
Analyzing the market trend and recommendations for sales growth

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## CONTACT

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[LinkedIn](#)

## PERSONAL DETAIL

Nationality: Indian

Marital status: Married

Age: 24

Address: Alwarqa 1, Dubai

Availability: Immediate

## DATA ANALYST/BUSINESS ANALYST INTERNSHIP-EVASPIRE, DUBAI

6-month internship as Data analyst and Business analyst.

Converted data into actionable insight.

Prepared reports that interpret customer behavior, market opportunities & market trends.

Analyzing the market price of the services and recommendation for the sale growth

Used advanced Microsoft Excel and Power BI for Data analysis and Data visualization.

## OFFICE ADMIN

Medeor Hospital, Dubai (2 years)

Office administration work

Data documentation and reporting, Data entry

Solving insurance queries and claim submission

Reporting in Excel

## KEY SKILLS

- Excellent verbal and written communication skills and the ability to work with internal customers and external sources as required.
- Excellent planning and organizational skills with the ability to set priorities.
- Work with low supervision and guidance and manage multiple tasks at once to meet deadlines.
- Excellent problem-solving skills, imitative taker, innovative and outside the box thinker.
- Inquisitive, logical, confident, methodical individual with a desire to learn and grow Working conditions.
- Excellent interpersonal skills with the ability to build and maintain relationships.