

# Sandip Dhakal

Data Analyst and Data Support

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## CAREER OBJECTIVE

Detail-oriented and analytical Data Analyst with a Master's degree in Business Information Systems and a Bachelor's degree in Information Technology. Proven experience in collecting, processing, and analyzing data to drive strategic business decisions. Proficient in SQL, Python, and data visualization tools such as Power BI and Tableau. Seeking to leverage my strong analytical skills and technical expertise to contribute to data-driven initiatives and support the company's objectives at eSafety Supplies.

## TECHNICAL SKILLS

- **Data Analysis & Visualization:** Power BI, Tableau, Microsoft Excel, Google Sheets, SQL, SAS, R, Python (Pandas, NumPy)
- **Programming & Development:** Python, C#, PHP, Java, JavaScript, HTML/CSS, React.js, Node.js
- **eCommerce & Databases:** MySQL, SQL server, Odoo, Shopify, MongoDB, Firebase, SQLite
- **Tools & Platforms:** Visual Studio, Android Studio, Jupyter, Pycharm, VS code
- **Project Management:** Agile Methodologies, JIRA, Trello, Git
- **Design & Content Tools:** Adobe Acrobat Pro (Basic), Microsoft Publisher (Basic), Illustrator (Basic), InDesign (Basic)

## Soft SKILLS

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|----------------------------------|--|--|
| ❖ Teamwork and collaboration     | ❖ Adaptability to evolving project requirements      | ❖ Attention to detail for accurate results |
| ❖ Stakeholder Engagement         | ❖ Clear and concise verbal and written communication | ❖ Efficient multitasking,                  |
| ❖ Cross-functional Collaboration | ❖ Demonstrated work ethics and professionalism       | ❖ Problem-solving and troubleshooting      |
| ❖ Process Improvement            |  |  |
| ❖ Effective time management      |  |  |

## KEY STRENGTHS

- Data-Driven Decision-Making
- Strong Analytical and Problem-Solving Skills
- Effective Communication and Presentation Skills
- Experience with Data Visualization Tools
- Application of Data Mining Techniques
- Project & Time Management
- Quick Adaptability to New Technologies
- Adaptability

## EDUCATION

The ACS Professional Year Program – ICT

Jan 2024 - Present

QIBA, Sydney Campus

Master of Business Information System

Aug 2020 – Dec 2022

Torrens University, Sydney

*High Distinction in Data Management and Analytics, Data Modelling and Database Design, Foundation of Information System, Principle of Programming, Agile Project Management*

Bachelor of Information Technology

Jul 2018 – Aug 2020

University of Newcastle, Newcastle

*High Distinction in Advanced Database, Social and interactive media*

## ACADEMIC PROJECTS - <https://sandipdhakal.com.np/>

**COVID-19 Data Dashboard (Power BI):** Visualized infection trends to support public health insights.

**Supply Chain Optimization (Python):** Analysed logistics data to reduce costs by 12%.

**Sales Forecasting model:** Developed a reporting system to predict quarterly sales trends using historical data, improving inventory planning accuracy by 18%.

## WORK EXPERIENCE

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### Data Analyst and Data Support,

eSafety Supplies | Jan 2025 – Present

- **Data Integration and Mapping:** Successfully mapped Shopify data to Odoo, improving data consistency and operational efficiency.
- **Data Cleaning and Validation:** Processed and cleaned large datasets from Odoo & Shopify, improving data accuracy by 25%. Automated data validation scripts using Python to detect anomalies, reducing manual review time by 10+ hours/month.
- **Excel Proficiency:** Utilized advanced Excel functions (VLOOKUP, IF, COUNTIF, SUMIF, INDEX-MATCH, ARRAYFORMULAS) to analyze and manipulate data.
- **eCommerce Platform Management:** Worked extensively with Odoo Purchase and Customer modules, managing bulk data imports/exports. Automated data import/export processes in Shopify using Maxify features and Google Sheets scripts.
- **Content Management and IT Support:** Managed website content using Shopify's CMS, including basic content management tasks, and provided IT support to various departments, ensuring smooth operations and resolving technical issues.
- **Reporting and Documentation:** Built interactive Power BI dashboards for sales, inventory, and customer behavior tracking, reducing manual reporting time by 30%. Assisted in final report generation, process documentation, and training materials for workflow handover.
- **Collaboration with Stakeholders:** Worked closely with cross-functional teams to understand data requirements and translate them into technical solutions.
- **Data Collection Systems:** Assisted in designing and implementing data collection systems to optimize statistical efficiency. Utilized Aircall to pull data and integrated it with Google Sheets and Excel for analysis.

### Team Leader

Shahi Memorials | Part Time | Jan 2022 – Present

- Acted as the primary liaison between clients, management, and labor teams, ensuring clear communication and project alignment.
- Consulted with 50+ clients to translate design preferences into actionable plans, achieving 95% satisfaction.
- Implemented streamlined communication workflows, reducing project errors by 20%.
- Prepared detailed project documentation with a focus on accuracy and compliance.

## ACHIEVEMENTS/AWARDS

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Google Analytics Certification	from Google
Power BI: Dashboards for Beginners	from LinkedIn
Learning Data Analytics: 1 Foundations	from LinkedIn
Data Analytics for Students	from LinkedIn
SQL for Data Analysis (2020)	from LinkedIn
Introduction to Data Analytics	from Institute of Applied Technology

## PROFESSIONAL AFFILIATIONS

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- Australian Computer Society (ACS) - Member ID: 4413776

## REFERENCES

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Provided upon request