

MOHAMMED SHAJITH KHAN

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PROFESSIONAL SUMMARY

Aspiring Data Analyst with hands-on experience in HR analytics, workforce data reporting, and dashboard creation using Power BI, Excel, SQL, and Python. Strong foundation in data accuracy, structured data handling, and transforming raw data into actionable business insights

TECHNICAL SKILLS

- **Python:** Core Syntax, OOP, File Handling, Data Visualization (Matplotlib)
- **SQL:** Joins, Aggregations, Date & String Functions, Data Cleaning, Subqueries, Normalization
- **Advanced Excel:** Lookup Functions (VLOOKUP, XLOOKUP), Pivot Tables, Pivot Charts, Data Cleaning
- **Power BI:** Data Modeling, DAX, Dashboard Creation, Data Visualization

PROJECTS

Sales Retail Performance Analysis | Excel, Python (Pandas & Matplotlib) ([Link](#)) Dec 2025 – Jan 2026

- Conducted exploratory data analysis (EDA) on retail sales data to identify revenue trends, product performance, and regional insights.
- Performed data cleaning and transformation using Excel and Python (Pandas) to prepare structured datasets for analysis.
- Visualizations were developed using Matplotlib to present insights in a clear and structured format
- Implemented data validation checks to ensure accuracy and consistency before generating performance reports.

Employee Salary, Experience & Compensation Dashboard | Excel, Python, Power BI ([Link](#)) Jan 2026 – Feb 2026

- Analyzed employee compensation data to evaluate salary trends by experience, department, and job role.
- Applied data preprocessing and segmentation in Excel using pivot tables and lookup functions.
- Developed a Power BI dashboard with DAX measures to compare average salary, growth trends, and departmental pay differences.
- Created data visualizations and trend analysis to support data-driven HR decision-making.

INTERNSHIP EXPERIENCE

Data Entry Specialist - Government Medical College, Omandurar Government Estate, Chennai June 2024 - Nov 2024

- Managed and cleaned structured datasets of 500+ records using Advanced Excel, improving data accuracy and consistency.
- Supported academic event operations by maintaining verified participant and payment records with 100% reconciliation accuracy.
- Prepared standardized spreadsheets used for coordination across multiple government medical colleges.

EDUCATION

University of Madras - D.R.B.C.C.C Hindu College - Chennai 2021 - 2024

BCA - Bachelor of Computer Application | CGPA: 6.9 | **First Class**

Nazareth Matriculation Higher Secondary School - Chennai

HSC | Percentage: 75% 2020 - 2021

SSLC | Percentage: 66.2% 2018 - 2019

CERTIFICATION AND LEARNING

- Visual Intelligence: Exploring AI and Image Processing
- Self-learning: SQL (Joins, Subqueries), Excel Dashboards, Python for Data Analysis
- Hands-on practice via Kaggle / practice datasets
- Infosys- Introduction to Artificial Intelligence