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| Muninder Kaur  Qualifications Summary | ACT, Australia • 0404- 447858  [mkaur86@hotmail.com](mailto:mkaur86@hotmail.com) • [LinkedIn](https://www.linkedin.com/in/muninder-kaur)  www.muninderkaur.com |

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| Forward-thinking and dynamic individual with strategic vision and keen bottom-line focus on optimizing operational efficiency through delivery of value-added services. Currently pursuing detailed studies in Data Analysis. Well prepared to excel in challenging role as **Junior** **Data Analyst** in high-performance environments by adding value to corporate goals.   |  |  | | --- | --- | | Data Analysis   * Capable of extracting and analysing large datasets by using data analysis tools such as Tableau, Advanced Excel to derive actionable insights. * Talent for gathering/refining data and transforming outcomes into understandable terms to support operations improvement.   Data Visualisation   * Skilled in utilising tools such as Tableau to create interactive dashboards, charts, and visual reports. * Innage ability to translate complex data into actionable recommendations to enhance business performance. | Multitasking   * Prudent in providing administrative support, preparing reports, and maintaining filing systems. * Deft at prioritising daily routine activities, handling unplanned outcomes, and adapting responsibilities.   Interpersonal Expertise   * Possess excellent communication skills, ensuring seamless collaboration with team and clients. * Adept at streamlining operational processes, boosting productivity, and maintaining accurate records. | |

Academic Highlights

Social Buzz Project March,2025 https://acrobat.adobe.com/id/urn:aaid:sc:AP:afe7c77e-64c2-4256-9703-6026b14245a8

*Tools Used:* Excel, Tableau  
*Techniques Applied:* VLOOKUP, SUMIF, Data Modeling

* Conducted data cleaning, organisation, and merging of multiple datasets to create a unified dataset for analysis.
* Applied advanced Excel functions (VLOOKUP, SUMIF) for data manipulation and analysis.
* Utilized Tableau to create dynamic visualizations, identifying trends and providing actionable insights.
* Analysed data to uncover key insights, summarized findings, and proposed data-driven solutions.
* Presented the conclusion of the analysis, along with recommendations for implementing strategies to drive improvements, and outlined a follow-up process to monitor and track progress.

Online Retail Project February,2025

<https://public.tableau.com/views/OnlineRetailProject_17406163177520/OnlineRetailAnalysis?:language=en-US&:sid=&:redirect=auth&:display_count=n&:origin=viz_share_link>

* Cleaned and prepared sales data by removing records with negative quantities and unit prices for accurate analysis
* Analysed monthly revenue trends
* Conducted market analysis of top 5 countries (excluding the UK), identifying key growth opportunities in Netherlands, Ireland, Germany, and France.
* Assessed top 10 customer purchase behavior, demonstrating low sales concentration and indicating low customer bargaining power.
* Visualized regional revenue performance, identifying high-performing European markets.
* Suggested strategies to implement for expanding markets, improving products, and enhancing customer loyalty while tracking progress and making adjustments as needed.

Additional Experience

Trainee | IDEA Cellular Limited, Punjab Circle, Mohali, India

Education

Bachelor of Technology in Electronics and Communication Engineering | Punjab Technical University, Jalandhar (Punjab), India, **2010**

Certifications

**AIG:** Actuarial Analyst Job Simulation on ForageApril 2025

* Completed a job simulation involving Marine Liability insurance pricing and risk assessment for the Specialty Lines Actuarial team at AIG.
* Analysed and interpreted a dataset of 100 Marine Liability insurance claims, identifying key trends and anomalies using statistical methods and data visualisation techniques.
* Applied actuarial principles to evaluate risks and calculated premiums using experience-based rating, resulting in detailed pricing assessments and recommendations.
* Developed comprehensive reports that included assumptions, methodologies, and commentary on risks and uncertainties, demonstrating strong technical writing and critical thinking skills.

## Deloitte Australia: Data Analytics Job Simulation on Forage March 2025

* Completed a Deloitte job simulation involving data analysis and forensic technology
* Created a data dashboard using Tableau
* Used Excel to classify data and draw business conclusions

## Accenture North America: Data Analytics and Visualization Job Simulation on Forage March 2025

* Completed a simulation focused on advising a hypothetical social media client as a Data Analyst at Accenture
* Cleaned, modelled and analyzed 7 datasets to uncover insights into content trends to inform strategic decisions
* Prepared a PowerPoint deck and video presentation to communicate key insights for the client and internal stakeholders

**Tata Data Visualisation:** Empowering Business with Effective Insights Job Simulation on ForageFebruary 2025

* Completed a simulation involving creating data visualizations for Tata Consultancy Services
* Prepared questions for a meeting with client senior leadership
* Created visuals for data analysis to help executives with effective decision making

**Diploma in Electronics and Telecommunication Engineering |** Janardan Rai Nagar Rajasthan Vidyapeeth University, Udaipur (Rajasthan), India

Technical Proficiencies

Analysis & Presentation, Analytics & Insights, Charts & Graphs, Dashboard, Data Understanding, Data Analysis, Critical Thinking, Analytical Thinking, Data Cleanup, Data Modeling, Data Interpretation, Data Visualisation, Visual Basics, Visualisation, Project Planning, Public Speaking, Effective Communication, Story Telling Strategy, Teamwork, Pricing Calculation, Problem Solving, Report Writing,Technical Writing, Research Skills, Risk Assessment

Tableau, Microsoft Office Suite (Word, Excel, PowerPoint)