



# SONALI MISTRY



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9382260883



Mumbai India

## EDUCATION

B.TECH: Computer Science , Scored - 73.4%  
**BCET**, July 2020

12th: Scored - 72.8%  
**ST. Thomas**, April 2016

10th : Scored - 84%  
**Doon Public School**,  
April 2014

## PROFESSIONAL SUMMARY

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

## SKILLS

- Microsoft EXCEL
- Data Validation
- Pivot Tables
- Charts & graphs
- SQL
- Creation of Reports and Dashboards.
- Management and Presentation skills
- Product Management
- Communication and Interpersonal Skills
- Decision making

## WORK HISTORY

December 2020 - September 2022

**XL DYNAMIC INDIA PVT. LTD.** - Analyst, Mumbai

- Identified and resolved problems through root cause analysis and research.
- Validated results and performed quality check to assess accuracy of data.
- Used automated tools to extract data from primary and secondary sources
- Performed system analysis, documentation.
- Worked with management to prioritise business and information needs
- Manage and create spreadsheet and Pivot table to analyse client's data .
- Create graph and pie charts to provide data visualization .
- Provided solution to client as per business requirement .

## CERTIFICATIONS

- Certification Of XL'ENCE SEED NOTE- Skill Enhancement & Employment Development (SEED)
- Information Security Certification