

SANDEEP BARDHAN

SENIOR MIS ANALYST

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DOB : 16-Sep-1997 | [Mywebsite\(Portfolio\)](#) | [Linkedin](#)

WORK EXPERIENCE

★ Senior MIS Analyst | Shapes Products Pvt Ltd

May 2024 - present

- Designed and deployed a custom Sales Tracking and Field Force Monitoring Application for sales operations, enabling real-time employee location tracking, check-in/check-out monitoring, and route visibility using Map APIs and GPS integration.
- Developed a web and mobile-based business automation system using HTML, CSS, JavaScript, and APK deployment, with Google Sheets functioning as a centralized cloud database and made ERP application and sales tracker app.
- Built automated sales reporting workflows integrating Google Sheets, Apps Script, CRM logic, and dashboard reporting to streamline field activity tracking and performance monitoring.
- Implemented live data synchronization between mobile application interfaces and backend reporting systems, ensuring real-time updates, operational transparency, and accurate field reporting.
- Designed dynamic dashboards and KPI monitoring systems using Power BI, Looker Studio, and Google Sheets to track sales productivity, attendance, operational efficiency, and team performance.
- Developed workflow automation solutions for CRM and MIS operations, reducing manual reporting efforts and improving data accuracy through scripting and AI-assisted automation tools.
- Integrated geolocation tracking, digital attendance systems, and automated status logging into sales operations to improve accountability and reporting visibility.
- Managed end-to-end system architecture including frontend development, backend data handling, automation scripting, reporting logic, and operational workflow integration.
- Created scalable CRM and business process automation tools for lead management, client tracking, field operations, and performance analytics.
- Collaborated with operational and field teams to gather business requirements and transform manual processes into automated digital workflows.
- Automated recurring MIS processes including data validation, report generation, workflow notifications, and dashboard updates using Google Apps Script, Python, and cloud-based tools.
- Applied data analysis, process optimization, and system integration techniques to support business intelligence, operational monitoring, and decision-making environments.

★ Data Assistant | National Health Mission

June 2019 - March 2023

- Manages the data of health facilities, update maternal and child welfare reports, monthly reports, google sheets etc. Data analyzing, arrange virtual work like : meetings , operate new application of health etc.
- Ensure COVID work, updating details of covid patients and working with **Sub Divisional Magistrate** to making containment zone.
- Working on Health portal like : HMIS, RCH, SIMS-NACO, PMSMA, NIC(CFWST), IDSP, IDHS, DSHM Etc.
- Conducted field-level data collection, monitoring, and reporting for programs under National Health Mission in coordination with government and NGO stakeholders.
- Supported survey implementation, data validation, and reporting for projects associated with NACO and WHO.
- Monitored program outcomes and prepared evaluation reports for decision-making.

★ COMPUTER TRAINING COORDINATOR | YWCA OF INDIA

Nov 2021 - March 2022

- Trained to the students about MS Office and Internet etc.
- Assisted team with various aspects of projects
- Managed students when students lead was unavailable
- Note : This was a short project of YWCA Of India. "Peepal Chhaya"
- The time was 4pm to 6pm in the evening after Data Assistant work.

★ Training & Project Coordinator (IT & CSR) | PC BOUDH ORGANIZATION Jan 2017 - March 2024

- Trained students on MS Office, Internet, Advanced Excel, Tally Prime, Web Designing, and Digital Marketing, enabling underprivileged youth to gain essential employability skills.
- Conducted practical sessions on Computer Literacy, Computer Hardware, and Digital Skills, including AI, Cybersecurity, and Data Analytics in government schools and departments.
- Managed student performance, maintained training records, and guided learners to choose the best career opportunities based on their skills and interests.
- Successfully trained 1,000+ underprivileged youths, many of whom secured jobs in reputed organizations.
- Motivated and supported students who faced difficulty in learning, ensuring equal learning opportunities for all.
- Served the community by conducting night classes due to proximity to the training center and commitment to empowering local youth.

CSR Project Experience – ONGC Project

- Actively contributed to the end-to-end execution of the ONGC-supported CSR project.
- Prepared and managed all project documentation, including concept notes, proposals, MoUs, and compliance requirements for fund approval.
- Coordinated with ONGC officials for project follow-up, communication, and fund sanctioning.
- Assisted in fund raising documentation, budget planning, utilization certificates, and maintaining transparent financial records.
- Handled project accounting, expense tracking, and prepared timely project progress reports.
- Supported the team in designing and delivering project activities focused on digital skill development for youth and women.
- Contributed to compiling the final project report, including outcome summaries, beneficiary data, activity photos, and impact assessment.

AWARDS

- Delivered impactful session on Information Technology at Sarvodaya Vidyalaya School and State Govt. School in Delhi.
- Shared insights and knowledge with students, emphasizing education and skill development.
- Received certificate from the government school in recognition of contribution.
- Actively participated in sessions at various government schools as per government orders.
- Expanded reach and promoted digital literacy through educational engagements.
- Dedicated to fostering learning in diverse educational settings.

PROFESSIONAL EXPERIENCE / EVENTS & WORKSHOPS ATTENDED

Build with AI – Google (2025)

- Attended Build with AI at **Google's Gurgaon office**, organized by TensorFlow User Group (TFUG) Ghaziabad.
- Explored AI advancements, including Vertex AI Studio and the newly released Gemma 3.
- Engaged in hands-on sessions, discussions, and networking with AI professionals.
- Gained insights into Google's AI tools, frameworks, and best practices for AI-driven solutions.
- Enhanced knowledge in AI-powered automation, machine learning, and data analytics.

Hackathon Participation

- Yellow Network Hackathon, **IIT Delhi (Sept 2025)**
- Shortlisted and invited to present as an individual participant.
- Gained exposure to India's top innovation platform, collaborative brainstorming, and industry-level problem solving.

CERTIFICATES

2026	Statistical Analysis using SPSS for Beginners IIM Bangalore	2020	Introduction to Cyber Security The Great Learning Academy
2026	Python for Data Science IIT Madras	2020	Immunization Indian Council Of Medical Research
2026	Web Developer Udemy -Zerotomastery(Andrei Neagoie)	2020	Mother Health and Nutrition Basic Nutrition Indian Council Of Medical Research
2025	AI and Digital Transformation in Governance Oxford University, UK	2019	CCC NIELIT
2025	Digital Safety and Security Atingi – GIZ, Germany	2017	Tally ERP9 IAP Professional(Pvt. Inst.)
2024	Data Analyst Accenture (Forage)	2014	Computer Application JSS (Jan Sikshan Sansthan)
2020	Cloud Foundation The Great Learning Academy		

EDUCATION

Master of Arts(Economics) • Pursuing (First Year) • Post Graduate(Microeconomic Analysis, Macroeconomic Analysis, Quantitative Methods, Research Methods in Economics,Economics of Growth and Development)	Jul 2026
MCOM(Master of Commerce) • Grade : 1st Division • Post Graduate(International Business, Finance , Taxation and Economics)	Jul 2023
BCOM(Bachelor of Commerce) • Grade : 2nd Division • Graduate(Accounts & Finance)	Jun 2020
12th Standard CBSE(Central Board of Education) Delhi • Grade : 1st Division • Senior Secondary (Commerce)	May 2015

SOFT & TECHNICAL SKILLS

• Critical Thinking	• Motivating	• Data Management & Analysis	• Dashboards(Power BI and Looker Stuidio)
• Communication Skills	• Hardworking	• Full Stack Development	
• Process Flows	• Focused	• Prompt Engineering	
• Management Skills	• Desire to Learn	• Python/ SQL	• Data Analyst
• Digital Marketing	• Analytical Thinking	• Javascript/Appscript	• Administration
• Negotiation	• Active Learner	• Appsheet/Power App(SaaS)	• Accounting

INTEREST

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|--------------------------------------|------------------------------|
| • Make a New Achievement | • Computer Networking |
| • Handle the Impossible task in Tech | • Travelling |
| • Make Automation | • Public Speaking Enthusiast |