

EMMANUVEL PADAMADAN

DOB: 04-MAY-1999 | AL ROLA ST, BUR DUBAI | mob: +971 569847006

Email: emmanuveldvs3217@gmail.com

LinkedIn: www.linkedin.com/in/emmanuvel-padamadan-9373301b6



PROFESSIONAL SUMMARY

With nearly **3 years** of specialized experience as a **Data Analyst in logistical billing**, I excel in managing and analysing large, complex datasets to ensure precision and actionable insights. My expertise in data accuracy, trend analysis, and advanced reporting has been instrumental in supporting high-level decision-making. In addition to my analytical strengths, I have a proven track record in a results-driven **sales** environment in a **Banking institution**, where I optimized client relationships, enhanced operational efficiency, and developed strategic sales approaches.

EDUCATION

Bachelor of Commerce in Finance – 2.83 CGPA
Sahrdaya College of Advanced Studies, Kodakara

March 2020

Project: A Study on Consumer Preference and Satisfaction Level for Petrol and Diesel Cars.
This project allowed me to explore the implicit and explicit factors involved in purchase decisions, providing valuable insights into consumer behaviour.

SKILLS

SOFTWARES: Ms Excel & Power Query, Tally Erp 9, Ms Word, SQL, CRM, Power BI

SOFTSKILLS: Quality assurance, Problem solving, Collaboration, Resource management, Teamwork, Communication

LANGUAGE: English (fluent), Hindi (fluent), Malayalam (native)

WORK EXPERIENCE

Virtual Data Analyst
Ardem Data Service Pvt Ltd

December 2021- September 2024

- Analysed daily and weekly work reports, focusing on production, error rates, and quality data, leading to a **15% improvement** in overall process efficiency.
- Identified and highlighted recurring critical and major errors, **reducing error rates by 20%** and enhancing overall product quality.
- Collaborated with a team of 40, coordinating across departments to ensure smooth execution of large-scale data processing tasks, **reducing processing time by 18% through optimized workflows**
- Utilized OnBase to manage and track Bills of Lading (BOLs), **improving document retrieval speed by 20%** and ensuring seamless data tracking for project milestones.

Account Assistant**July 2021- December 2021****Tino Thomas & Associates**

- Processed and verified over **500+ purchase and sales bills monthly**, ensuring accuracy and timely entry, which contributed to an **error reduction rate of 20%**
- Reconciled monthly financial statements and resolved discrepancies, reducing **outstanding invoices by 15%** through proactive follow-ups.
- Supported cash flow management by preparing bank deposits and maintaining precise transaction records with **100% accuracy**.
- Assisted with **payroll processing for 50+ employees**, ensuring timely payments and streamlined data entry for payroll records.

Branch Sales Officer (BSO)**July 2020- July 2021****HDFC Bank Ltd**

- Actively sought out and engaged potential customers through various channels and promoted a diverse range of banking products, such as loans, credit cards, and savings accounts, to meet customers' financial needs.
- Built and maintained strong relationships with clients by understanding their unique financial situations. Provided tailored solutions that enhanced customer satisfaction.
- Stayed well-informed about the bank's products, services, and current market trends. Effectively communicated the benefits and features of offerings to clients, ensuring they made informed decisions.
- Ensured that all sales activities adhered to regulatory requirements and bank policies. Maintained accurate records of customer interactions and transactions to support compliance and operational efficiency.

CERTIFICATIONS:

- Career Essentials in Data Analysis - Microsoft and LinkedIn.
- Tally ERP 9 - Tally Academy.