CV: Nitin Dubey – Data Analyst / MIS Coordinator

Nitin Dubey

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📍 **Jabalpur, Madhya Pradesh**

Professional Summary

Data-driven retail strategist transitioning into Data Analytics and MIS Coordination, with 10+ years of experience interpreting sales trends, automating dashboards, and driving business growth using analytics. Proven record of using Excel, Power BI, and SQL to develop actionable insights and enhance decision-making across multi-store operations. Passionate about leveraging data to solve real-world retail problems, aligned with Reliance Retail's culture of performance, customer-centricity, and innovation.

Core Competencies

- **Business Intelligence (BI) & Dashboards**
- **MIS Coordination & Reporting Automation**
- **Power BI, Excel (Advanced), SQL (Basic), Python (Learning)**
- **Sales Forecasting & Inventory Analytics**
- **Team Performance Analysis**
- **Retail KPIs & Data-Driven Merchandising**
- **Cross-Functional Collaboration**
- **Visual Merchandising Insights**

Professional Experience

Senior Data Analyst & MIS Coordinator

Reliance Retail Ltd. (Trends Division) | Nov 2019 – Present | Jabalpur

- Designed and automated daily, weekly, and monthly MIS reports across 20+ stores using Excel and Power BI, improving reporting accuracy and decision-making speed.

- Conducted data analysis on secondary sales, product categories, and footfall trends; used findings to guide regional business strategy.

- Developed Power BI dashboards tracking revenue, customer conversion, and inventory turnover—shared with leadership for strategic planning.

- Collaborated with VM, supply chain, and merchandising teams to align data insights with on-ground operations.

Data Analytics Specialist – Franchise Retail Insights

KLUB FOX (Naagal Garments Pvt. Ltd.) | Oct 2017 – Oct 2019 | CG & Odisha

- Tracked and analyzed monthly sales performance for 14 franchise outlets using Excel-based templates.

- Used historical trends to forecast product demand and assist franchise partners in inventory planning.

- Automated reports for stock levels, category performance, and regional promotional campaigns.

Retail Data Analyst

Pepe Jeans India Ltd. | Aug 2014 – Sep 2017 | Madhya Pradesh

- Monitored performance data of 10 stores (EBOs + MBOs) and generated actionable insights to support merchandising, pricing, and staffing decisions.

- Created and maintained daily and weekly reports for leadership using Excel and Google Sheets.

MIS Coordinator – Store Operations

Promart Retail India Pvt. Ltd. | Oct 2009 – Jul 2014

- Maintained detailed MIS records for store-level performance, including sales, inventory, and customer flow.

- Generated trend reports to assist with marketing and product display planning.

Junior MIS Executive – Sales Analytics

Liberty Retail Revolution Pvt. Ltd. | Apr 2007 – Sep 2009

- Supported daily sales reporting, maintained accuracy logs, and contributed to product-wise sales analysis.

Education

- E-MBA, Indian School of Business Management (ISBM), Indore – *2015 | 74%*

- PGDCA, Maharishi Mahesh Yogi Vedic Vishwavidyalaya – *2016 | 67%*

- B.Sc. (Mathematics), MGCGV, Satna – *2012 | 65%*

Certifications

- Microsoft Data Analytics – Coursera From Skill Nation Institute *(In Progress)*

- Power BI for Business Intelligence – Microsoft Skill Nation Institute.

- Python for Data Science – Skill Nation Institute / Coursera *(Basics ongoing)*

- SQL for Data Analysis – Mode / Skill Nation Institute.

Technical Skills

- Excel (Advanced) – Pivot Tables, Charts, Power Query, Macros

- Power BI – Visualizations, DAX, Filters, Dashboard Design

- SQL (Basic) – Joins, group by, queries for data summaries

- Python (Basic) – Pandas, NumPy, Matplotlib for visual analysis

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Personal Strengths Aligned to Reliance Culture

- Customer-Focused: Sales trend analytics used to optimize merchandising and promotions.

- Innovation: Introduced MIS automation to replace manual reporting at multiple companies.

- Team Collaboration: Cross-functional alignment with regional and store-level teams.

- Agility: Quickly adapted to business needs with customized dashboards and analysis.