

## Yeh format kaam kyun karta hai? (Dhyaan se padho)

Recruiters Excel resume ko ek-ek line padhte hi nahi hain.

Woh sirf **scan** karte hain.

Unke dimaag mein bas yeh sawal hote hain:

- Kya is bande ne **real problem solve** ki hai?
- Kya yeh banda **thode bade data** par kaam kar sakta hai?
- Kya Excel use karke **business ka actual fayda** hua hai, ya sirf practice ki hai?

Agar resume mein sirf yeh likha ho:

VLOOKUP, IF, SUMIFS, Pivot Tables

toh in sawalon ka **ek bhi jawab nahi milta**.

Is format mein likhne ka fayda yeh hai:

- Yeh dikhata hai ki **kaam tumne khud kiya** (Action)
- Yeh dikhata hai ki tumhein **Excel tools ka confidence** hai
- Yeh dikhata hai ki tum **kitne scale par kaam kar chuke ho**  
(rows, log, paisa)
- Yeh dikhata hai ki Excel se **real business result** aaya  
(time bacha, paisa bacha, errors kam hue)

Aur sach bolun —

**shortlisting aise hi hoti hai.**

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## Excel Resume ka 4-Part Proof Framework

Har strong Excel resume line mein yeh 4 cheezein honi chahiye:

**Action** – tumne exactly kya kiya

**Excel Tool** – kaunsa Excel use kiya

**Scale** – kitna bada kaam tha

**Business Result** – uska fayda kya hua

Agar inmein se **ek bhi cheez missing** hui,

toh resume line weak ho jaati hai.

## Detailed Breakdown of All 20 Lines

### 1. Automated monthly MIS using Pivot Tables + SUMIFS on 12,000+ rows, cutting reporting time by 8 hrs/week.

- **Action:** Automated monthly MIS
- **Excel Tool:** Pivot Tables, SUMIFS
- **Scale:** 12,000+ rows
- **Business Result:** Saved 8 hours every week

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### 2. Built sales performance dashboard using XLOOKUP + Conditional Formatting to track ₹1.6 Cr revenue across 6 regions.

- **Action:** Built sales performance dashboard
- **Excel Tool:** XLOOKUP, Conditional Formatting
- **Scale:** ₹1.6 Cr revenue, 6 regions

- **Business Result:** Clear visibility of regional performance
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### **3. Cleaned and standardized 18,500+ records using Power Query, reducing data errors by 85%.**

- **Action:** Cleaned and standardized raw data
  - **Excel Tool:** Power Query
  - **Scale:** 18,500+ records
  - **Business Result:** 85% reduction in data errors
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### **4. Developed expense reconciliation model using IF + COUNTIFS, identifying ₹2.4 lakh vendor mismatches.**

- **Action:** Developed reconciliation model
  - **Excel Tool:** IF, COUNTIFS
  - **Scale:** Vendor expense dataset
  - **Business Result:** Detected ₹2.4 lakh mismatch
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### **5. Automated attendance and payroll tracker using LOOKUPS + logical formulas for 220 employees, saving 3 days/month.**

- **Action:** Automated attendance & payroll tracking
- **Excel Tool:** LOOKUPS, logical formulas

- **Scale:** 220 employees
  - **Business Result:** Saved 3 days each month
- 

## **6. Created KPI dashboard using Pivot Charts, enabling weekly performance review for 9 team leads.**

- **Action:** Created KPI dashboard
  - **Excel Tool:** Pivot Charts
  - **Scale:** 9 team leads reporting
  - **Business Result:** Faster weekly reviews
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## **7. Consolidated 7 raw Excel reports into a single master file using Power Query, improving reporting accuracy.**

- **Action:** Consolidated multiple reports
  - **Excel Tool:** Power Query
  - **Scale:** 7 separate files
  - **Business Result:** Improved accuracy and consistency
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## **8. Designed inventory tracking system using SUMIFS + Data Validation for 1,100 SKUs, reducing stock-outs by 20%.**

- **Action:** Designed inventory tracking system

- **Excel Tool:** SUMIFS, Data Validation
  - **Scale:** 1,100 SKUs
  - **Business Result:** 20% fewer stock-outs
- 

## **9. Built dynamic pricing calculator using IF, ROUND, LOOKUP, improving quotation speed by 30%.**

- **Action:** Built pricing calculator
  - **Excel Tool:** IF, ROUND, LOOKUP
  - **Scale:** Quotation process
  - **Business Result:** 30% faster quotes
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## **10. Automated customer follow-up tracker using FILTER + Conditional Formatting across 4,500+ records.**

- **Action:** Automated follow-up tracking
  - **Excel Tool:** FILTER, Conditional Formatting
  - **Scale:** 4,500+ records
  - **Business Result:** Better follow-up discipline
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## **11. Created monthly P&L summary using Pivot Tables covering ₹75 lakh spend, supporting faster finance reviews.**

- **Action:** Created P&L summary
  - **Excel Tool:** Pivot Tables
  - **Scale:** ₹75 lakh monthly spend
  - **Business Result:** Faster finance decision-making
- 

## **12. Removed duplicate customer entries using COUNTIF + Remove Duplicates across 9,800 records.**

- **Action:** Removed duplicates
  - **Excel Tool:** COUNTIF, Remove Duplicates
  - **Scale:** 9,800 entries
  - **Business Result:** Cleaner, reliable dataset
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## **13. Built lead funnel analysis using COUNTIFS, segmenting 1,200+ leads by source and status.**

- **Action:** Built funnel analysis
  - **Excel Tool:** COUNTIFS
  - **Scale:** 1,200+ leads
  - **Business Result:** Better lead quality insights
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## **14. Designed sales performance scorecard using VLOOKUP + IF, auto-ranking 45 executives.**

- **Action:** Designed scorecard
  - **Excel Tool:** VLOOKUP, IF
  - **Scale:** 45 sales executives
  - **Business Result:** Automated rankings
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## **15. Developed operations dashboard using Pivot Tables + Slicers to track 10 key KPIs daily.**

- **Action:** Developed ops dashboard
  - **Excel Tool:** Pivot Tables, Slicers
  - **Scale:** 10 KPIs
  - **Business Result:** Daily performance visibility
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## **16. Automated invoice tracking system using LOOKUPS, reducing missed payments by 25%.**

- **Action:** Automated invoice tracking
  - **Excel Tool:** LOOKUPS
  - **Scale:** Invoicing workflow
  - **Business Result:** 25% fewer missed payments
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## **17. Created staff shift allocation sheet using logical formulas for 60+ employees.**

- **Action:** Created shift allocation sheet
  - **Excel Tool:** Logical formulas
  - **Scale:** 60+ employees
  - **Business Result:** Reduced scheduling effort
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## **18. Analyzed revenue trends using Pivot Charts, identifying 15% MoM growth opportunity.**

- **Action:** Analyzed revenue trends
  - **Excel Tool:** Pivot Charts
  - **Scale:** Monthly revenue data
  - **Business Result:** Identified 15% growth opportunity
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## **19. Built error-validation layer using IFERROR + checks, cutting manual corrections by 70%.**

- **Action:** Built validation layer
  - **Excel Tool:** IFERROR, logical checks
  - **Scale:** Data processing workflow
  - **Business Result:** 70% fewer manual fixes
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## **20. Designed vendor comparison model using LOOKUP + weighted scoring, shortening vendor finalization by 2 days.**

- **Action:** Designed vendor comparison model
- **Excel Tool:** LOOKUP, weighted scoring
- **Scale:** Vendor selection process
- **Business Result:** 2 days faster decision-making