

Gurpreet Singh

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Commercially focused Business Information and Data Analyst with strong financial acumen and experience delivering high-quality management information, performance reporting and analytical insight within regulated environments. Proven ability to extract, validate and analyse large and complex datasets, produce clear reports for diverse audiences, and maintain robust audit trails. Experienced in working collaboratively with Finance, operational teams and external partners to support value for money, budget control and service performance.

KEY SKILLS

- Management Information & Reporting
- Revenue & Capital Budget Analysis
- Performance Monitoring & KPIs
- Data Extraction, Validation & Audit Trails
- Stakeholder Engagement (Finance, Procurement, Operations)
- Process Documentation & Continuous Improvement
- Systems: Excel (Advanced), Power BI, SharePoint, SQL, Python, Teams

WORK AND RESEARCH EXPERIENCE

Researcher, United Italian Societies Research Centre (Remote, UK) Feb 2024 - Nov 2024

- Delivered data-driven management information from large and complex financial datasets, supporting senior decision-making.
- Improved data quality and reliability by implementing structured validation checks and maintaining clear audit trails.
- Produced regular and ad-hoc performance and analytical reports, translating technical findings for non-technical stakeholders.
- Applied statistical techniques to identify performance trends, cost drivers and financial risk.
- Developed dashboards and visual reports that improved accessibility and reduced reporting turnaround times.

Impact: Enabled more timely, transparent and informed financial and performance decisions.

Society Secretary, BCUSU (Birmingham, UK) Sep 2021 - Jun 2022

- Coordinated and maintained performance and activity data for 15+ events, supporting effective planning and resource use.
- Produced reports and documentation for committees, improving visibility of performance against objectives.
- Strengthened record-keeping processes, improving accuracy, compliance and traceability.

Impact: Improved organisational oversight and reduced administrative inefficiencies.

Warehouse Operative, Amazon (Rugeley, UK) Jul 2021 - Aug 2021

- Consistently exceeded productivity targets by 20%, contributing to operational efficiency.
- Supported quality checks and data accuracy in a fast-paced environment.

Impact: Supported high-performance operations through accuracy and efficiency.

VOLUNTEERING & ADMINISTRATIVE EXPERIENCE

Administrative volunteer – Municipality of Villachiarà June 2025 - September 2025

- Supported management information provision for local authority services.
- Extracted, collated and validated data using Excel and municipal systems, maintaining audit trails.
- Responded to routine and ad-hoc information requests, producing clear output reports.
- Documented reporting and administrative processes to ensure consistency.

Impact: Improved reliability and usability of service data supporting transparent local authority operations.

Helper – Local Gurdwara

Sep 2018 - Current

- **Team Collaboration:** Contributed effectively to a closely-knit team to optimise operations, ensuring timely completion of meal services and daily activities.
- **Health and Safety Compliance:** Ensured adherence to health and safety standards by conducting thorough risk assessments and implementing problem-solving techniques to mitigate hazards.
- **Event Management:** Played a pivotal role in organising and executing events, enhancing engagement through creative approaches and persuasive communication. Demonstrated leadership by assuming key roles to maximise the success and impact of these events.

EDUCATION AND TRAINING

Birmingham City University - BSc (Hons) Computer Science

September 2021 - 2024

- Developed a strong foundation in management information, data analysis, and performance reporting, with a focus on producing accurate, reliable and timely information to support decision-making.
- Designed and delivered analytical projects involving the extraction, validation and analysis of large and complex datasets, ensuring data integrity and clear audit trails.
- Produced structured reports and data visualisations using Excel, SQL and Python, translating complex information into clear outputs for non-technical audiences.
- Applied statistical and analytical techniques (trend analysis, regression, forecasting) to identify performance drivers, risks and patterns relevant to financial and operational monitoring.
- Gained experience documenting processes, assumptions and methodologies to support transparency, repeatability and governance.
- Worked on sustainability-focused and interdisciplinary projects, strengthening understanding of public value, resource efficiency and long-term asset planning.

Relevance to Role:

Provides a strong technical and analytical foundation for commercial reporting, budget monitoring, performance analysis and information management within a local authority housing and asset management environment.

King Edward VI College Stourbridge - A-Levels

September 2019 - June 2021

- Computer Science, Physics, BTEC Business

Holly Lodge High School College of Science, Smethwick - GCSEs

October 2015 - June 2019

10 GCSEs(Grades 5+) including English, Mathematics and Computer Science.

CERTIFICATES

NCS Certificate - National Citizens Service

2019

- Worked on a campaign to create awareness for a local initiative in a university environment.
- Developed my soft skills (communication skills) by working in a team project on a set timeframe, improving time management skills.

LANGUAGE SKILLS

Fluent/Bilingual: English, Punjabi, Italian

Beginner: French, Hindi