

HELLO! 

# I TURN DATA INTO IMPACT

I'm an Excel & Data Specialist who helps businesses **clean, organize, analyze, and visualize** data to drive smarter decisions and better outcomes.

## WHAT THIS DOCUMENT COVERS

This document showcases my **end-to-end Excel workflow** — from raw data to actionable insights.



**TURN MESSY DATA INTO USEFUL INSIGHTS.**

Every cell has a story. I make it **make sense**.



## ABOUT ME

Detail-oriented Excel & Data Specialist with a passion for transforming messy, raw data into **clean, structured, and analysis-ready insights** using advanced Excel techniques and best practices.



### FOCUS

Data Accuracy  
• Clarity • Insights



### STRENGTH

Excel Expertise  
• Problem Solving  
• Automation



### GOAL

Deliver Reliable Data  
That Drives Better  
Business Outcomes

# EXCEL DATA CLEANING AND FORMATTING

Messy Data? No Worries. I'll turn it into clean, structured, Structured & Ready-to-Use Data.



|                                                                                            |           |              |             |            |     |         |            |             |         |                                              |            |            |             |         |                      |   |   |   |   |        |  |  |  |  |  |  |  |  |  |
|--------------------------------------------------------------------------------------------|-----------|--------------|-------------|------------|-----|---------|------------|-------------|---------|----------------------------------------------|------------|------------|-------------|---------|----------------------|---|---|---|---|--------|--|--|--|--|--|--|--|--|--|
| AutoSave Off                                                                               |           |              |             |            |     |         |            |             |         | Purchase... • Last Modified: Mon at 12:55 AM |            |            |             |         |                      |   |   |   |   | Search |  |  |  |  |  |  |  |  |  |
| File Home Insert Page Layout Formulas Data Review View Automate Developer Help Power Pivot |           |              |             |            |     |         |            |             |         |                                              |            |            |             |         |                      |   |   |   |   |        |  |  |  |  |  |  |  |  |  |
| W32                                                                                        |           |              |             |            |     |         |            |             |         |                                              |            |            |             |         |                      |   |   |   |   |        |  |  |  |  |  |  |  |  |  |
|                                                                                            | A         | B            | C           | D          | E   | F       | G          | H           | I       | J                                            | K          | L          | M           | N       | O                    | P | Q | R | S |        |  |  |  |  |  |  |  |  |  |
| 1                                                                                          | CustomerI | FullName     | Email       | Phone      | Age | Gender  | City       | State       | Country | JoinDate                                     | PurchaseA  | ProductCa  | PaymentM    | Rating  |                      |   |   |   |   |        |  |  |  |  |  |  |  |  |  |
| 2                                                                                          | CUST0046  | Arjun Joshi  | ARJUNJOS    | 6.03E+09   | 58  | MALE    | Bhopal     | Madhya Pr   | India   | #####                                        | 1,179.07   | Furniture  | cod         | 3.6     |                      |   |   |   |   |        |  |  |  |  |  |  |  |  |  |
| 3                                                                                          | CUST0313  | Sai Davis    | saidavis93  | -6.5E+09   | 46  | Male    | Indore     | Madhya Pr   | India   | 05-14-202                                    | 19399.66   | Footwear   | UPI         | 2.1     |                      |   |   |   |   |        |  |  |  |  |  |  |  |  |  |
| 4                                                                                          | CUST0636  | aditya vern  | adityaverrn | 4.72E+09   | 60  | MALE    | Pune       | Maharashtr  | India   | #####                                        | 1,227.45   | Clothing   | Net Bankin  | 2.8     |                      |   |   |   |   |        |  |  |  |  |  |  |  |  |  |
| 5                                                                                          | CUST0535  | ISHAAN B     | ishaanbos   | 2.89E+09   | 42  | M       | Hyderabac  | Telangana   | India   | #####                                        | 3359.84    | Furniture  | Wallet      | 2.7     |                      |   |   |   |   |        |  |  |  |  |  |  |  |  |  |
| 6                                                                                          | CUST0580  | Kavya Jone   | kavyajone   | 9.12E+11   | 36  | MALE    | Hyderabac  | Telangana   | India   | 04-Jan-22                                    | 47,261.55  | Clothing   | Upl         | 4.8     |                      |   |   |   |   |        |  |  |  |  |  |  |  |  |  |
| 7                                                                                          | CUST0628  | Krishna G    | krishnagur  | 62107-072  | 42  | Female  | Chennai    | Tamil Nadi  | India   | #####                                        | 8,842.57   | Electronic | UPI         | 2.2     |                      |   |   |   |   |        |  |  |  |  |  |  |  |  |  |
| 8                                                                                          | CUST0646  | Anjali Red   | anjaliredd  | 12042-723  | 43  | M       | Ahmedaba   | Gujarat     | India   | #####                                        | Rs.21047.1 | Toys       | Credit Carr | 2.6     |                      |   |   |   |   |        |  |  |  |  |  |  |  |  |  |
| 9                                                                                          | CUST0039  | Ishaan Nai   | ishaannair  | -6.4E+09   | 52  | Female  | Kochi      | Kerala      | India   | N/A                                          | Rs.12163.7 | Electronic | Cash on De  | 2.3     |                      |   |   |   |   |        |  |  |  |  |  |  |  |  |  |
| 10                                                                                         | CUST0238  | Pallavi Nai  | pallavinair | (099) 723- | 50  | F       | Bengaluru  | Karnataka   | India   | #####                                        | 1,287.65   | Sports     | Wallet      | unknown |                      |   |   |   |   |        |  |  |  |  |  |  |  |  |  |
| 11                                                                                         | CUST0207  | PATRICIA L   | patriciada  | 43071-417  | 45  | Female  | Coimbatore | Tamil Nadi  | India   | #####                                        | 1,430.11   | Electronic | N/A         | 3.4     |                      |   |   |   |   |        |  |  |  |  |  |  |  |  |  |
| 12                                                                                         | CUST0149  | Ananya Br    | ANANYABI    | -8.7E+09   | 56  | male    | Ahmedaba   | Gujarat     | India   | #####                                        | 1,334.77   | Toys       | Net Bankin  | 3.5     |                      |   |   |   |   |        |  |  |  |  |  |  |  |  |  |
| 13                                                                                         | CUST0150  | SUNITA KU    | sunitakum   | +91 57290  | 45  | F       | Patna      | Bihar       | India   | 31-Jul-20                                    | 24,278.37  | Automotiv  | Wallet      | 1.6     |                      |   |   |   |   |        |  |  |  |  |  |  |  |  |  |
| 14                                                                                         | CUST0201  | Michael Jo   | michaeljor  | 65477-460  | 72  | F       | Kolkata    | West Beng   | India   | #####                                        | 5257.16    | -          | Wallet      | 3.6     |                      |   |   |   |   |        |  |  |  |  |  |  |  |  |  |
| 15                                                                                         | CUST0650  | Ishaan Anc   | ishaanand   | 2.9E+09    | 33  | Male    | Kolkata    | West Beng   | India   | #####                                        | 5477.42    | Sports     | credit card | 3.4     |                      |   |   |   |   |        |  |  |  |  |  |  |  |  |  |
| 16                                                                                         | CUST0372  | Kiran Menc   | kiranmeno   | (590) 473- | 50  | O       | Ahmedaba   | Gujarat     | India   | September                                    | 27,952.80  | Footwear   | cash on de  | 3.6     |                      |   |   |   |   |        |  |  |  |  |  |  |  |  |  |
| 17                                                                                         | CUST0303  | Vijay Joshi  | vijayjoshi  | unknown    | 29  | FEMALE  | Delhi      | Delhi       | India   | 25.06.202                                    | Rs.41414.1 | Toys       | Cash on De  | 3.9     |                      |   |   |   |   |        |  |  |  |  |  |  |  |  |  |
| 18                                                                                         | CUST0568  | Robert Sm    | robertsmit  | +91 10963  | 45  | other   | Bhopal     | Madhya Pr   | India   | July 03, 20                                  | 1,385.52   | Footwear   | credit card | 4.5     |                      |   |   |   |   |        |  |  |  |  |  |  |  |  |  |
| 19                                                                                         | CUST0257  | Isha williar | ishawilliam | 87044-855  | 31  | M       | Jaipur     | Rajasthan   | India   | #####                                        | 10736.53   | Footwear   | Net Bankin  | 3.5     |                      |   |   |   |   |        |  |  |  |  |  |  |  |  |  |
| 20                                                                                         | CUST0499  | ishaan das   | ishaandas   | 2.05E+09   | 17  | NA      | Chandigar  | Punjab      | India   | 21.05.202                                    | 34554.94   | Clothing   | UPI         | 4.5     |                      |   |   |   |   |        |  |  |  |  |  |  |  |  |  |
| 21                                                                                         | CUST0094  | Kiran Pillai | kiranpillai | 433178-273 | 42  | O       | unknown    | Karnataka   | India   | NA                                           | Rs.16636.1 | CLOTHING   | Credit Carr | 4.4     |                      |   |   |   |   |        |  |  |  |  |  |  |  |  |  |
| 22                                                                                         | CUST0209  | Ajay Rao     | ajayrao57   | 7.43E+09   | 26  | FEMALE  | Kanpur     | Uttar Pradi | India   | #####                                        | Rs.47566.1 | Beauty     | UPI         | 2.2     |                      |   |   |   |   |        |  |  |  |  |  |  |  |  |  |
| 23                                                                                         | CUST0470  | Vivaan Iyer  | vivaanier   | 19161943   | 26  | other   | Nagpur     | India       | #####   | Rs.61.88                                     | electronic | Debit Card | 4.2         |         |                      |   |   |   |   |        |  |  |  |  |  |  |  |  |  |
| 24                                                                                         | CUST0198  | Meera Bos    | meerabos    | 1.44E+09   | 16  | Other   | Bengaluru  | Karnataka   | India   | January 08                                   | 2,656.41   | Books      | Wallet      | 3       |                      |   |   |   |   |        |  |  |  |  |  |  |  |  |  |
| 25                                                                                         | CUST0386  | john bosc    | johnbose8   | +91 77268  | 67  | Other   | Kolkata    | West Beng   | India   | #####                                        | 1,152.98   | Beauty     | Cash on De  | 1.9     |                      |   |   |   |   |        |  |  |  |  |  |  |  |  |  |
| 26                                                                                         | CUST0665  | Sanjay Bos   | SANJAYBO    | 9.81E+09   | 29  | Other   | Bhopal     | Madhya Pr   | India   | #####                                        | Rs.33088.1 | Clothing   | Net Bankin  | N/A     |                      |   |   |   |   |        |  |  |  |  |  |  |  |  |  |
| 27                                                                                         | CUST0603  | David Das    | daviddas2   | -7.5E+09   | 67  | MALE    | Ahmedaba   | Gujarat     | India   | #####                                        | 18,226.35  | Footwear   | Cash on De  | 4.1     |                      |   |   |   |   |        |  |  |  |  |  |  |  |  |  |
| 28                                                                                         | CUST0094  | aarav smit   | aaravsmitt  | 52650-534  | 280 | F       | Pune       | Maharashtr  | India   | 02-29-202                                    | 17989.56   | Beauty     | UPI         | 3.7     |                      |   |   |   |   |        |  |  |  |  |  |  |  |  |  |
| 29                                                                                         | CUST0019  | Barbara W    | barbarawil  | +91 01168  | 28  | Female  | Delhi      | Delhi       | India   | #####                                        | Rs.37970.1 | Footwear   | UPI         | 2.2     |                      |   |   |   |   |        |  |  |  |  |  |  |  |  |  |
| 30                                                                                         | CUST0427  | robert smit  | robertsmit  | 4.38E+09   | 65  | Female  | Chennai    | Tamil Nadi  | India   | #####                                        | Rs.4200.5  | Upl        | N/A         |         |                      |   |   |   |   |        |  |  |  |  |  |  |  |  |  |
| 31                                                                                         | CUST0434  | Aadhya Ra    | AADHYAR     | NULL       | 30  | FEMALE  | Hyderabac  | Telangana   | India   | #####                                        | Rs.42606.1 | Furniture  | Cash on De  | 2.2     |                      |   |   |   |   |        |  |  |  |  |  |  |  |  |  |
| 32                                                                                         | CUST0650  | Aadhya Da    | null        | 2.11E+09   | 68  | female  | Delhi      | Delhi       | India   | #####                                        | 25036.68   | Electronic | Wallet      | 2.3     |                      |   |   |   |   |        |  |  |  |  |  |  |  |  |  |
| 33                                                                                         | CUST0699  | BARBARA L    | barbaram    | 4.88E+09   | 17  | FFMAI F | Bhopal     | Madhya Pr   | India   | #####                                        | 25968.21   | Books      | Credit Carr | 4.9     |                      |   |   |   |   |        |  |  |  |  |  |  |  |  |  |
| Purchase data After                                                                        |           |              |             |            |     |         |            |             |         |                                              |            |            |             |         | Purchase data before |   |   |   |   | +      |  |  |  |  |  |  |  |  |  |
| Ready Accessibility: Good to go                                                            |           |              |             |            |     |         |            |             |         |                                              |            |            |             |         |                      |   |   |   |   |        |  |  |  |  |  |  |  |  |  |

| CustomerID | Full Name       | Email                        | Phone          | Age  | City          | State          | Country | Join Date  | Purchase Amount | Product Category | Payment Method | Rating |
|------------|-----------------|------------------------------|----------------|------|---------------|----------------|---------|------------|-----------------|------------------|----------------|--------|
| ST00001    | John Patel      | johnpatel605@gmail.com       | +91 8908386288 | 64   | AHMEDABAD     | GUJARAT        | INDIA   | 10-10-2021 | ₹ 17,981        | Groceries        | WALLET         | -      |
| ST00002    | Sunita Yadav    | sunitayadav374@yahoo.com     | +91 1928327557 | 18   | PUNE          | MAHARASHTRA    | INDIA   | 12-05-2024 | ₹ 32,789        | Books            | CREDIT CARD    | 03-Mar |
| ST00003    | Sanjay Menon    | sanjaymenon391@hotmail.com   | +91 8018451462 | 72   | BENGALURU     | KARNATAKA      | INDIA   | 07-05-2021 | ₹ 9,986         | Clothing         | CREDIT CARD    | 01-Apr |
| ST00004    | Pooja Mishra    | poojamishra970@hotmail.com   | +91 6383465787 | 37   | NOT AVAILABLE | KERALA         | INDIA   | 09-05-2018 | ₹ 11,938        | Clothing         | CREDIT CARD    | 04-Feb |
| ST00005    | Reyansh Johnson | reyanshjohnson883@yahoo.com  | +91 2624731781 | 69   | INDORE        | MADHYA PRADESH | INDIA   | 26-05-2023 | ₹ 2,979         | Electronics      | WALLET         | 5      |
| ST00006    | Mary Joshi      | maryjoshi489@gmail.com       | +91 8121913528 | 55   | JAIPUR        | RAJASTHAN      | INDIA   | 10-07-2021 | ₹ 33,601        | Electronics      | NET BANKING    | 01-Mar |
| ST00007    | Meera Singh     | meerasingh670@yahoo.com      | +91 1241182358 | 59   | DELHI         | DELHI          | INDIA   | 14-01-2019 | ₹ 2,252         | Toys             | UPI            | 01-Apr |
| ST00007    | Priya Miller    | priyamiller428@gmail.com     | Not Available  | 57   | AHMEDABAD     | GUJARAT        | INDIA   | 12-06-2024 | ₹ 10,080        | Footwear         | DEBIT CARD     | 1      |
| ST00008    | Robert Wilson   | Not Available                | +91 3315869232 | 72   | PUNE          | MAHARASHTRA    | INDIA   | 13-10-2020 | ₹ 5,449         | Footwear         | NET BANKING    | 01-Sep |
| ST00009    | Isha Chopra     | ishachopra962@outlook.com    | +91 9401965569 | 73   | NOT AVAILABLE | DELHI          | INDIA   | 18-03-2020 | ₹ 33,229        | Books            | UPI            | 02-Jun |
| ST00010    | Ramesh Chopra   | rameshchopra966@hotmail.com  | +91 8677403784 | 72   | PUNE          | MAHARASHTRA    | INDIA   | NA         | ₹ 24,564        | Sports           | NET BANKING    | 01-Mar |
| ST00010    | Ishaan Yadav    | ishaanyadav312@gmail.com     | (577) 738-7214 | 37   | NAGPUR        | MAHARASHTRA    | INDIA   | 27-08-2019 | ₹ 23,784        | Groceries        | NET BANKING    | 2      |
| ST00011    | Aarav Wilson    | aaravwilson544@gmail.com     | +91 7986872774 | 33   | BANGALORE     | KARNATAKA      | INDIA   | 16-03-2021 | ₹ 44,657        | Automotive       | COD            | 46267  |
| ST00013    | Robert Williams | robertwilliams911@gmail.com  | +91 7344794501 | 68   | INDORE        | MADHYA PRADESH | INDIA   | 08-10-2023 | Null            | Toys             | DEBIT CARD     | 03-May |
| ST00013    | Sneha Jones     | Not Available                | +91 3309232719 | 32   | INDORE        | MADHYA PRADESH | INDIA   | 02-11-2019 | ₹ 1,333         | Clothing         | WALLET         | 03-May |
| ST00014    | Elizabeth Nair  | elizabethnair13@outlook.com  | +91 5726284987 | 53   | COIMBATORE    | TAMIL NADU     | INDIA   | 25-09-2020 | ₹ 33,426        | Footwear         | CREDIT CARD    | 46115  |
| ST00015    | Ritu Sharma     | ritusharma503@gmail.com      | +91 6349578856 | 38   | HYDERABAD     | TELANGANA      | INDIA   | 05-05-2019 | ₹ 34,524        | Sports           | NET BANKING    | 46085  |
| ST00016    | Ramesh Kumar    | rameshkumar771@yahoo.com     | +91 7775204711 | 56   | KANPUR        | UTTAR PRADESH  | INDIA   | 13-10-2020 | ₹ 30,336        | Electronics      | NET BANKING    | 02-Feb |
| ST00017    | Shalini Brown   | shalinibrown161@gmail.com    | +91 4034471349 | 43   | HYDERABAD     | TELANGANA      | INDIA   | 02-09-2018 | ₹ 37,460        | Books            | WALLET         | 3      |
| ST00017    | James Patel     | jamespatel18@yahoo.com       | +91 2634443596 | 32   | NAGPUR        | NOT AVAILABLE  | INDIA   | 14-02-2018 | ₹ 33,113        | Groceries        | NOT AVAILABLE  | 01-Jun |
| ST00018    | Aditya Wilson   | adityawilson482@yahoo.com    | +91 9671756551 | 60   | LUCKNOW       | UTTAR PRADESH  | INDIA   | 27-12-2018 | ₹ 48,511        | electronics      | WALLET         | 02-Apr |
| ST00019    | John Kapoor     | johnkapoor624@gmail.com      | Incorrect Data | 61   | HYDERABAD     | TELANGANA      | INDIA   | 21-04-2022 | ₹ 37,327        | Groceries        | UPI            | 1      |
| ST00020    | Geeta Das       | geetadas387@gmail.com        | +91 3963605766 | 45   | PATNA         | BIHAR          | INDIA   | 16-02-2019 | ₹ 26,321        | Sports           | NET BANKING    | 46114  |
| ST00021    | Michael Gupta   | michaelgupta37@gmail.com     | +91 4316117240 | 34   | KANPUR        | UTTAR PRADESH  | INDIA   | 08-01-2020 | ₹ 43,548        | Toys             | WALLET         | 1      |
| ST00022    | Neha Johnson    | nehajohnson468@outlook.com   | +91 7136959440 | 33   | DELHI         | DELHI          | INDIA   | 28-07-2023 | ₹ 38,798        | Toys             | NET BANKING    | 03-Jul |
| ST00024    | Vivaan Bose     | Not Available                | +91 4711382675 | 50   | KANPUR        | UTTAR PRADESH  | INDIA   | 28-06-2023 | ₹ 14,023        | Footwear         | DEBIT CARD     | 46177  |
| ST00025    | Vihaan Chopra   | vihaanchopra342@yahoo.com    | +91 1839335199 | 24   | BANGALORE     | KARNATAKA      | INDIA   | 07-01-2022 | ₹ 16,222        | Clothing         | WALLET         | 03-Jan |
| ST00026    | Pallavi Mishra  | pallavimishra437@hotmail.com | (115) 921-2499 | 54   | PUNE          | MAHARASHTRA    | INDIA   | 08-03-2024 | ₹ 22,605        | Automotive       | UPI            | 02-May |
| ST00027    | Anjali Gupta    | anjalgupta338@gmail.com      | +91 6049451983 | 70   | DELHI         | DELHI          | INDIA   | 24-10-2022 | ₹ 40,930        | Toys             | DEBIT CARD     | 03-Aug |
| ST00028    | Amit Menon      | amitmenon465@hotmail.com     | +91 9910229014 | 54   | BENGALURU     | KARNATAKA      | INDIA   | 06-03-2021 | ₹ 26,370        | Beauty           | CREDIT CARD    | 04-Jan |
| ST00028    | Priya Menon     | priyamenon559@outlook.com    | +91 7239677839 | None | JAIPUR        | RAJASTHAN      | INDIA   | NA         | ₹ 22,976        | Footwear         | UPI            | NULL   |
| ST00029    | Ishaan Chopra   | ishaan Chopra525@gmail.com   | Not Available  | 72   | DELHI         | DELHI          | INDIA   | 02-02-2023 | ₹ 32,989        | Groceries        | UPI            | 01-Aug |



## DATA CLEANING

Removed errors, duplicates & inconsistencies



## STANDARDIZED FORMATTING

Consistent dates, numbers, text & capitalization



## ORGANIZED STRUCTURE

Proper columns, valid data types & clean layout



## READY FOR ANALYSIS

Clean, reliable & analysis-ready data



| Order ID           | Order Date  | Order Time | Meal Time  | Day of Week | Month     | Quarter | Area / Zone |
|--------------------|-------------|------------|------------|-------------|-----------|---------|-------------|
| ZMT-MUM-2020-00001 | 21-Dec-2020 | 19:14      | Dinner     | Monday      | December  | Q4      | Colaba      |
| ZMT-MUM-2020-00002 | 19-Feb-2020 | 21:20      | Dinner     | Wednesday   | February  | Q1      | Juhu        |
| ZMT-MUM-2020-00003 | 08-Aug-2020 | 23:08      | Late Night | Saturday    | August    | Q3      | Thane       |
| ZMT-MUM-2020-00004 | 15-Oct-2020 | 17:35      | Snacks     | Thursday    | October   | Q4      | Andheri     |
| ZMT-MUM-2020-00005 | 24-Jan-2020 | 21:16      | Dinner     | Friday      | January   | Q1      | Thane       |
| ZMT-MUM-2020-00006 | 25-Apr-2020 | 12:49      | Lunch      | Saturday    | April     | Q2      | Thane       |
| ZMT-MUM-2020-00007 | 29-Feb-2020 | 17:05      | Snacks     | Saturday    | February  | Q1      | Bandra      |
| ZMT-MUM-2020-00008 | 17-May-2020 | 21:27      | Dinner     | Sunday      | May       | Q2      | Juhu        |
| ZMT-MUM-2020-00009 | 08-Aug-2020 | 12:21      | Lunch      | Saturday    | August    | Q3      | Andheri     |
| ZMT-MUM-2020-00010 | 02-Feb-2020 | 21:04      | Dinner     | Sunday      | February  | Q1      | Thane       |
| ZMT-MUM-2020-00011 | 04-Aug-2020 | 10:27      | Breakfast  | Tuesday     | August    | Q3      | Malad       |
| ZMT-MUM-2020-00012 | 18-Jun-2020 | 16:27      | Snacks     | Thursday    | June      | Q2      | Dadar       |
| ZMT-MUM-2020-00013 | 06-Nov-2020 | 15:30      | Snacks     | Friday      | November  | Q4      | Juhu        |
| ZMT-MUM-2020-00014 | 24-Oct-2020 | 23:35      | Late Night | Saturday    | October   | Q4      | Colaba      |
| ZMT-MUM-2020-00015 | 17-Sep-2020 | 22:33      | Late Night | Thursday    | September | Q3      | Dadar       |
| ZMT-MUM-2020-00016 | 13-Dec-2020 | 11:56      | Lunch      | Sunday      | December  | Q4      | Navi Mumbai |
| ZMT-MUM-2020-00017 | 30-Sep-2020 | 13:42      | Lunch      | Wednesday   | September | Q3      | Worli       |
| ZMT-MUM-2020-00018 | 19-Oct-2020 | 23:04      | Late Night | Monday      | October   | Q4      | Thane       |
| ZMT-MUM-2020-00019 | 27-May-2020 | 17:19      | Snacks     | Wednesday   | May       | Q2      | Navi Mumbai |
| ZMT-MUM-2020-00020 | 07-Jul-2020 | 19:13      | Dinner     | Tuesday     | July      | Q3      | Colaba      |
| ZMT-MUM-2020-00021 | 01-Jul-2020 | 15:08      | Snacks     | Wednesday   | July      | Q3      | Colaba      |
| ZMT-MUM-2020-00022 | 18-Dec-2020 | 08:23      | Breakfast  | Friday      | December  | Q4      | Navi Mumbai |
| ZMT-MUM-2020-00023 | 25-Mar-2020 | 17:55      | Snacks     | Wednesday   | March     | Q1      | Borivali    |
| ZMT-MUM-2020-00024 | 24-Oct-2020 | 20:17      | Dinner     | Saturday    | October   | Q4      | Dadar       |
| ZMT-MUM-2020-00025 | 13-Oct-2020 | 14:55      | Lunch      | Tuesday     | October   | Q4      | Bandra      |
| ZMT-MUM-2020-00026 | 09-Sep-2020 | 08:38      | Breakfast  | Wednesday   | September | Q3      | Borivali    |

| Monthly Order Summary — Mumbai 2020                            |        |         |                     |           |           |                          |
|----------------------------------------------------------------|--------|---------|---------------------|-----------|-----------|--------------------------|
| Month-wise Breakdown of Orders, Revenue & Delivery Performance |        |         |                     |           |           |                          |
| Month                                                          | Orders | Revenue | Avg Order Value (₹) | Delivered | Cancelled | Avg Delivery Time (Mins) |
| January                                                        | 39     | 34901   | 895                 | 31        | 7         | 47.3                     |
| February                                                       | 70     | 68976   | 985                 | 53        | 3         | 46.4                     |
| March                                                          | 34     | 40677   | 1196                | 25        | 5         | 43.4                     |
| April                                                          | 21     | 23495   | 1119                | 13        | 3         | 46.3                     |
| May                                                            | 27     | 31295   | 1159                | 16        | 5         | 45.3                     |
| June                                                           | 51     | 60235   | 1181                | 42        | 4         | 47.5                     |
| July                                                           | 113    | 127273  | 1126                | 83        | 18        | 44.1                     |
| August                                                         | 105    | 131788  | 1255                | 77        | 17        | 49.7                     |
| September                                                      | 113    | 132636  | 1174                | 82        | 10        | 43.5                     |
| October                                                        | 138    | 155058  | 1124                | 100       | 19        | 49.3                     |
| November                                                       | 128    | 162375  | 1269                | 89        | 17        | 44.9                     |
| December                                                       | 111    | 123961  | 1117                | 81        | 12        | 48                       |



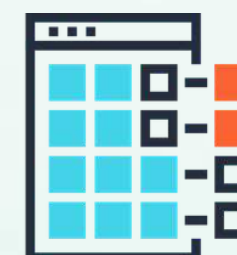
## DATA CLEANING

Removed errors, duplicates & inconsistencies



## STANDARDIZED FORMATTING

Consistent dates, numbers, text & capitalization



## ORGANIZED STRUCTURING

Proper columns, valid data types & clean layout



## READY FOR ANALYSIS

Clean, reliable & analysis-ready data



PDF

Premium Edit a PDF tool to modify text & images.

| Date       | Area        | Restaurant          | Item              | Cuisine       | Qty | Price  | Payment     | Status    | Del. Time | Partner  | Rating | Pro   |
|------------|-------------|---------------------|-------------------|---------------|-----|--------|-------------|-----------|-----------|----------|--------|-------|
| 1-Jan-2020 | Andheri     | Spice Garden        | Butter Chicken    | North Indian  | 2   | Rs.320 | cash        | Delivered | 35 min    | Raju L   | 4      | SAV   |
| 120-01-18  | Bandra      | Sea View Cafe       | Fish & Chips      | Continental   | 1   | 250/-  | UPI         | delivered | 42        | Vinod K. | 5      |       |
| n 22 2020  | Dadar       | Maharashtrian Thali | Thali Meal        | Maharashtrian | 3   | 180    | Credit Card | DELIVERED | 28 mins   | Suresh R | 3      | ZOMF  |
| 3-01-2020  | Juhu        | The Grill Room      | BBQ Platter       | BBQ/Grill     | 2   | Rs 650 | Debit Card  | Delivered | 55min     | Arjun P  | 4      | FLA   |
| 1-01-2020  | Powai       | Salad Days          | Caesar Salad      | Healthy       | 1   | 220    | upi         | Delivered | 30        | Kiran T. | 5      |       |
| -Jan-2020  | Malad       | Tandoor Express     | Paneer Tikka      | North Indian  | 2   | Rs.280 | Cash        | Cancelled | --        |          |        |       |
| 10/1/2020  | Borivali    | Borivali Bhoj       | Dal Baati Churma  | Gujarati      | 4   | 150    | Zomato Pay  | Delivered | 40 min    | Manoj B  | 4      | WEEKI |
| eb 3 2020  | Kurla       | Dosa Plaza          | Masala Dosa       | South Indian  | 2   | 120    | Cash        | delivered | 25        | Aditya S | 5      |       |
| 5-02-2020  | Thane       | Royal Biryani       | Chicken Biryani   | Biryani       | 3   | Rs380  | Net Banking | Delivered | 48 mins   | Raju L   | 4      | SAV   |
| 120/02/08  | Navi Mumbai | The Dhaba           | Dal Makhani       | Punjabi       | 2   | 210    | UPI         | Delivered | 33        | Vinod K  | 3      |       |
| Feb-2020   | Colaba      | Leopold's Bistro    | Club Sandwich     | Continental   | 1   | Rs.480 | Credit Card | DELIVERED | 50 min    | Suresh R | 5      | FLA   |
| b 14 2020  | Worli       | The Sea Lounge      | Grilled Prawns    | Seafood       | 2   | 550    | Debit Card  | Delivered | 45        | Arjun P  | 4      |       |
| 7/02/2020  | Andheri     | Burger Barn         | Veg Burger        | American      | 3   | Rs 199 | cash        | Delivered | 20 min    | Kiran T  | 4      | ZOMF  |
| 120-02-20  | Bandra      | The Kebab House     | Seekh Kebab       | Mughlai       | 2   | 350/-  | UPI         | Cancelled |           |          |        |       |
| 2-02-2020  | Dadar       | Pav Bhaji House     | Pav Bhaji         | Street Food   | 4   | 90     | Zomato Pay  | delivered | 15 min    | Manoj B  | 5      | WEEKI |
| 5-02-2020  | Juhu        | Noodle Nation       | Hakka Noodles     | Chinese       | 2   | Rs.220 | Cash        | Delivered | 28        | Aditya S | 4      |       |
| rch 1 2020 | Powai       | Tech Park Bites     | Veg Wrap          | Fast Food     | 3   | 150    | UPI         | Delivered | 22 min    | Raju L   | 3      |       |
| 3/03/2020  | Malad       | Chinese Hut         | Chilli Paneer     | Chinese       | 2   | Rs260  | Debit Card  | Delivered | 30        | Vinod K  | 4      | SAV   |
| -Mar-2020  | Borivali    | The Sandwich Co     | Club Sandwich     | Sandwiches    | 1   | 180    | Credit Card | DELIVERED | 18 min    | Suresh R | 5      |       |
| 120-03-10  | Kurla       | Mughal Darbar       | Mutton Rogan Josh | Mughlai       | 2   | Rs.420 | UPI         | Delivered | 40        | Arjun P  | 4      | FLA   |
| 5-03-2020  | Andheri     | Spice Garden        | Dal Tadka         | North Indian  | 1   | Rs.180 | Zomato Pay  | Delivered | 55 min    | Raju L   | 3      |       |
| 10/3/2020  | Bandra      | Pasta Palace        | Pasta Arabiat     | Italian       | 2   | 320/-  | UPI         | Cancelled |           |          |        |       |
| -Mar-2020  | Dadar       | Maharashtrian Thali | Varan Bhaat       | Maharashtrian | 1   | 120    | Cash        | Delivered | 35        | Kiran T  | 4      |       |

EXCEL

| Mumbai — Food Order Data 2020              |             |            |            |             |           |         |             |                     |               |                   |                      |                |                |       |
|--------------------------------------------|-------------|------------|------------|-------------|-----------|---------|-------------|---------------------|---------------|-------------------|----------------------|----------------|----------------|-------|
| Region: Mumbai   950 Orders   Jan-Dec 2020 |             |            |            |             |           |         |             |                     |               |                   |                      |                |                |       |
| Order ID                                   | Order Date  | Order Time | Meal Time  | Day of Week | Month     | Quarter | Area / Zone | Restaurant Name     | Cuisine Type  | Restaurant Rating | No. of Items Ordered | Item Price (₹) | Item Total (₹) | Deliv |
| ZMT-MUM-2020-00001                         | 21-Dec-2020 | 19:14      | Dinner     | Monday      | December  | Q4      | Colaba      | Irani Chai House    | Irani/Cafe    | 3.6               | 1                    | 314            | 314            |       |
| ZMT-MUM-2020-00002                         | 19-Feb-2020 | 21:20      | Dinner     | Wednesday   | February  | Q1      | Juhu        | Wok & Roll          | Chinese       | 4.5               | 4                    | 226            | 904            |       |
| ZMT-MUM-2020-00003                         | 08-Aug-2020 | 23:08      | Late Night | Saturday    | August    | Q3      | Thane       | The Burger Co       | American      | 3.7               | 1                    | 192            | 192            |       |
| ZMT-MUM-2020-00004                         | 15-Oct-2020 | 17:35      | Snacks     | Thursday    | October   | Q4      | Andheri     | Spice Garden        | North Indian  | 4.2               | 5                    | 353            | 1765           |       |
| ZMT-MUM-2020-00005                         | 24-Jan-2020 | 21:16      | Dinner     | Friday      | January   | Q1      | Thane       | Lake View Diner     | Continental   | 3.3               | 1                    | 385            | 385            |       |
| ZMT-MUM-2020-00006                         | 25-Apr-2020 | 12:49      | Lunch      | Saturday    | April     | Q2      | Thane       | Thane Treats        | Multi-Cuisine | 4.3               | 3                    | 580            | 1740           |       |
| ZMT-MUM-2020-00007                         | 29-Feb-2020 | 17:05      | Snacks     | Saturday    | February  | Q1      | Bandra      | Pasta Palace        | Italian       | 3.9               | 1                    | 625            | 625            |       |
| ZMT-MUM-2020-00008                         | 17-May-2020 | 21:27      | Dinner     | Sunday      | May       | Q2      | Juhu        | Crust & Crumble     | Bakery        | 3.2               | 2                    | 399            | 798            |       |
| ZMT-MUM-2020-00009                         | 08-Aug-2020 | 12:21      | Lunch      | Saturday    | August    | Q3      | Andheri     | Burger Barn         | American      | 4.4               | 2                    | 305            | 610            |       |
| ZMT-MUM-2020-00010                         | 02-Feb-2020 | 21:04      | Dinner     | Sunday      | February  | Q1      | Thane       | Lake View Diner     | Continental   | 3.3               | 4                    | 299            | 1196           |       |
| ZMT-MUM-2020-00011                         | 04-Aug-2020 | 10:27      | Breakfast  | Tuesday     | August    | Q3      | Malad       | Frankie Junction    | Wraps/Rolls   | 4.6               | 4                    | 135            | 540            |       |
| ZMT-MUM-2020-00012                         | 18-Jun-2020 | 16:27      | Snacks     | Thursday    | June      | Q2      | Dadar       | South Indian Corner | South Indian  | 3.2               | 2                    | 157            | 314            |       |
| ZMT-MUM-2020-00013                         | 06-Nov-2020 | 15:30      | Snacks     | Friday      | November  | Q4      | Juhu        | Wok & Roll          | Chinese       | 4.5               | 2                    | 468            | 936            |       |
| ZMT-MUM-2020-00014                         | 24-Oct-2020 | 23:35      | Late Night | Saturday    | October   | Q4      | Colaba      | Leopold's Bistro    | Continental   | 4.7               | 2                    | 383            | 766            |       |
| ZMT-MUM-2020-00015                         | 17-Sep-2020 | 22:33      | Late Night | Thursday    | September | Q3      | Dadar       | Dadar Diner         | Maharashtrian | 3.5               | 1                    | 270            | 270            |       |
| ZMT-MUM-2020-00016                         | 13-Dec-2020 | 11:56      | Lunch      | Sunday      | December  | Q4      | Navi Mumbai | Vashi Vibes         | Street Food   | 3.4               | 5                    | 120            | 600            |       |
| ZMT-MUM-2020-00017                         | 30-Sep-2020 | 13:42      | Lunch      | Wednesday   | September | Q3      | Worli       | Curry House         | Indian        | 4.4               | 3                    | 485            | 1455           |       |
| ZMT-MUM-2020-00018                         | 19-Oct-2020 | 23:04      | Late Night | Monday      | October   | Q4      | Thane       | Lake View Diner     | Continental   | 3.3               | 3                    | 215            | 645            |       |
| ZMT-MUM-2020-00019                         | 27-May-2020 | 17:19      | Snacks     | Wednesday   | May       | Q2      | Navi Mumbai | The Dhaba           | Punjabi       | 3.8               | 5                    | 386            | 1930           |       |
| ZMT-MUM-2020-00020                         | 07-Jul-2020 | 19:13      | Dinner     | Tuesday     | July      | Q3      | Colaba      | Irani Chai House    | Irani/Cafe    | 3.6               | 4                    | 337            | 1348           |       |
| ZMT-MUM-2020-00021                         | 01-Jul-2020 | 15:08      | Snacks     | Wednesday   | July      | Q3      | Colaba      | Irani Chai House    | Irani/Cafe    | 3.6               | 4                    | 644            | 2576           |       |
| ZMT-MUM-2020-00022                         | 18-Dec-2020 | 08:23      | Breakfast  | Friday      | December  | Q4      | Navi Mumbai | The Dhaba           | Punjabi       | 3.8               | 4                    | 210            | 840            |       |
| ZMT-MUM-2020-00023                         | 25-Mar-2020 | 17:55      | Snacks     | Wednesday   | March     | Q1      | Borivali    | The Sandwich Co     | Sandwiches    | 3.8               | 2                    | 322            | 644            |       |
| ZMT-MUM-2020-00024                         | 24-Oct-2020 | 20:17      | Dinner     | Saturday    | October   | Q4      | Dadar       | Dadar Diner         | Maharashtrian | 3.5               | 1                    | 561            | 561            |       |
| ZMT-MUM-2020-00025                         | 13-Oct-2020 | 14:55      | Lunch      | Tuesday     | October   | Q4      | Bandra      | The Kebab House     | Mughlai       | 3.3               | 5                    | 489            | 2445           |       |
| ZMT-MUM-2020-00026                         | 09-Sep-2020 | 08:38      | Breakfast  | Wednesday   | September | Q3      | Borivali    | South Spice         | South Indian  | 4.1               | 3                    | 526            | 1578           |       |
| ZMT-MUM-2020-00027                         | 01-Oct-2020 | 17:51      | Snacks     | Thursday    | October   | Q4      | Thane       | Lake View Diner     | Continental   | 3.3               | 4                    | 151            | 604            |       |

## DATA CLEANING

Removed errors, duplicates & inconsistencies

## STANDARDIZED FORMATTING

Consistent dates, numbers, text & capitalization

## ORGANIZED STRUCTURING

Proper columns, valid data types & clean layout

## READY FOR ANALYSIS

Clean, reliable & analysis-ready data

# STRUCTURED & CLEANED DATA

| K33         |                 |        |            |                |         |                           |                |                  |                  |              |
|-------------|-----------------|--------|------------|----------------|---------|---------------------------|----------------|------------------|------------------|--------------|
| A           | B               | C      | D          | E              | F       | G                         | H              | I                | J                | K            |
| Customer ID | Customer Name   | Gender | City       | State          | Country | Email Address             | Phone Number   | Product Category | Payment Method   | Order Status |
| C001        | Rohan Sharma    | Male   | Mumbai     | Maharashtra    | India   | rohan.sharma@gmail.com    | 9876543210     | Electronics      | Cash on Delivery | Delivered    |
| C002        | Priya Verma     | Female | Delhi      | Delhi          | India   | priya_verma@yahoo.com     | 9876543211     | Electronics      | Cash on Delivery | Delivered    |
| C003        | Amit Kumar      | Male   | Bengaluru  | Karnataka      | India   | amitkumar@gmail.com       | 9123456789     | Clothing         | UPI              | Delivered    |
| C004        | Sneha Reddy     | Female | Hyderabad  | Telangana      | India   | sneha.reddy@gmail.com     | +91 9988776655 | Clothing         | UPI              | Pending      |
| C005        | Vikram Singh    | Male   | Jaipur     | Rajasthan      | India   | vikram.singh@gmail.com    | 9012345678     | Home Decor       | Credit Card      | Cancelled    |
| C006        | Neha Gupta      | Female | Kolkata    | West Bengal    | India   | neha.gupta@gmail.com      |                | Home Decor       | Credit Card      | Cancelled    |
| C007        | Arjun Nair      | Male   | Kochi      | Kerala         | India   | arjun.nair@gmail.com      | 9765432109     | Footwear         | Debit Card       | Delivered    |
| C008        | Kavita Joshi    | Female | Pune       | Maharashtra    | India   | kavita.joshi@gmail.com    | 9654321098     | Footwear         | Debit Card       | Delivered    |
| C009        | Rahul Mehta     | Male   | Chennai    | Tamil Nadu     | India   | rahul.mehta@gmail.com     |                | Groceries        | Cash on Delivery | Pending      |
| C010        | Anjali Desai    | Female | Ahmedabad  | Gujarat        | India   | anjali.desai@gmail.com    | 9543210987     | Groceries        | Cash on Delivery | Pending      |
| C011        | Suresh Rao      | Male   | Mumbai     | Maharashtra    | India   |                           | 9432109876     | Electronics      | Net Banking      | Delivered    |
| C012        | Meera Iyer      | Female | Chennai    | Tamil Nadu     | India   | meera.iyer@gmail.com      | 9321098765     | Clothing         | Net Banking      | Delivered    |
| C013        | Deepak Chawla   | Male   | Delhi      | Delhi          | India   | deepak.chawla@gmail.com   | 9210987654     | Furniture        | UPI              | Cancelled    |
| C014        | Ritu Malhotra   | Male   | Lucknow    | Uttar Pradesh  | India   | ritu.malhotra@gmail.com   | 9109876543     | Furniture        | UPI              | Delivered    |
| C015        | Sanjay Kapoor   | Male   | Bhopal     | Madhya Pradesh | India   | sanjay.kapoor@gmail.com   | 9098765432     | Electronics      | Credit Card      | Delivered    |
| C016        | Pooja Sharma    | Female | Mumbai     | Maharashtra    | India   | pooja.sharma@gmail.com    | 9987654321     | Home Decor       | Credit Card      | Delivered    |
| C017        | Karan Malhotra  | Male   | Surat      | Gujarat        | India   | karan.malhotra@gmail.com  |                | Clothing         | Cash on Delivery | Pending      |
| C018        | Raman Jha       | Female | Nagpur     | Maharashtra    | India   |                           |                | Footwear         | UPI              | Delivered    |
| C019        | Farhan Ali      | Male   | Lucknow    | Uttar Pradesh  | India   | farhan.ali@gmail.com      | 9876501234     | Groceries        | Cash on Delivery | Delivered    |
| C020        | Ishita Sen      | Female | Kolkata    | West Bengal    | India   | ishita.sen@gmail.com      | 9765098765     | Electronics      | Debit Card       | Cancelled    |
| C021        | Manish Tiwari   | Male   | Patna      | Bihar          | India   | manish.tiwari@gmail.com   | 9654098761     | Furniture        | Net Banking      | Delivered    |
| C022        | Divya Prakash   | Female | Indore     | Madhya Pradesh | India   | divya.prakash@gmail.com   | 9543098762     | Clothing         | UPI              | Delivered    |
| C023        | Rakesh Yadav    | Male   | Varanasi   | Uttar Pradesh  | India   | rakesh.yadav@gmail.com    | 9432098763     | Footwear         | Cash on Delivery | Pending      |
| C024        | Sunita Rani     | Female | Ludhiana   | Punjab         | India   | sunita.rani@gmail.com     | 9321098764     | Home Decor       | Credit Card      | Delivered    |
| C025        | Zoya Khan       | Female | Jaipur     | Rajasthan      | India   | zoya.khan@gmail.com       | 9210098765     | Electronics      | UPI              | Delivered    |
| C026        | Aditya Roy      | Male   | Kolkata    | West Bengal    | India   | aditya.roy@gmail.com      | 9109098766     | Clothing         | Debit Card       | Cancelled    |
| C027        | Nisha Bhatt     | Female | Vadodara   | Gujarat        | India   | nisha.bhatt@gmail.com     | 9098098767     | Groceries        | Cash on Delivery | Delivered    |
| C028        | Tarun Chopra    | Male   | Chandigarh | Punjab         | India   | tarun.chopra@gmail.com    | 9987098768     | Furniture        | UPI              | Pending      |
| C029        | Ayesha Siddiqui | Female | Bhopal     | Madhya Pradesh | India   | ayesha.siddiqui@gmail.com | 9876098769     | Footwear         | Net Banking      | Delivered    |
| C030        | Gaurav Bansal   | Male   | Delhi      | Delhi          | India   | gaurav.bansal@gmail.com   | 9765098761     | Electronics      | Credit Card      | Delivered    |



## DATA CLEANING

Removed errors, duplicates & inconsistencies



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Consistent dates, numbers, text & capitalization



## ORGANIZED STRUCTURING

Proper columns, valid data types & clean layout



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Clear Summaries. Useful Insights. Better Decisions.



| STATE WISE PAYMENT TYPE ANALYSIS |                  |             |            |             |       |       | ORDER SUMMARY GENDER WISE |        |      |             |
|----------------------------------|------------------|-------------|------------|-------------|-------|-------|---------------------------|--------|------|-------------|
| State                            | Cash on Delivery | Credit Card | Debit Card | Net Banking | UPI   | Total | State                     | Female | Male | Grand Total |
| Bihar                            |                  |             |            | 6200        |       | 6200  | Bihar                     |        | 1    | 1           |
| Delhi                            | 2500             | 2200        |            |             | 8000  | 12700 | Delhi                     | 1      | 2    | 3           |
| Gujarat                          | 3260             |             |            |             |       | 3260  | Gujarat                   | 10     | 1    | 11          |
| Karnataka                        |                  |             |            |             | 2400  | 2400  | Karnataka                 |        | 3    | 3           |
| Kerala                           |                  |             | 2200       |             |       | 2200  | Kerala                    |        | 2    | 2           |
| Madhya Pradesh                   |                  | 3200        |            | 1150        | 1400  | 5750  | Madhya Pradesh            | 3      | 1    | 4           |
| Maharashtra                      | 3000             | 900         | 1050       | 15000       | 999   | 20949 | Maharashtra               | 4      | 3    | 7           |
| Punjab                           |                  | 550         |            |             | 5400  | 5950  | Punjab                    | 1      | 1    | 2           |
| Rajasthan                        |                  | 1300        |            |             | 9800  | 11100 | Rajasthan                 | 1      | 2    | 3           |
| Tamil Nadu                       | 1000             |             |            | 1900        |       | 2900  | Tamil Nadu                | 2      | 5    | 7           |
| Telangana                        |                  |             |            |             | 1200  | 1200  | Telangana                 | 1      |      | 1           |
| Uttar Pradesh                    | 1700             |             |            |             | 7500  | 9200  | Uttar Pradesh             |        | 5    | 5           |
| West Bengal                      |                  | 900         | 6280       |             |       | 7180  | West Bengal               | 2      | 2    | 4           |
| Grand Total                      | 11460            | 9050        | 9530       | 24250       | 36699 | 90989 | Grand Total               | 25     | 28   | 53          |
| Contribution                     | 13%              | 10%         | 10%        | 27%         | 40%   | 100%  | Contribution              | 47%    | 53%  | 100%        |

## DATA CLEANING

Removed errors, duplicates & inconsistencies

## STANDARDIZED FORMATTING

Consistent dates, numbers, text & capitalization

## ORGANIZED STRUCTURE

Proper columns, valid data types & clean layout

## READY FOR ANALYSIS

Clean, reliable & analysis-ready data



# DATA PREPARATION & CLEANING



## 1 DATA ENTRY & CONVERSION



Excel Entry  
from PDF



Data Entry  
from PDF



CSV to Excel  
Conversion



Excel to Excel  
Conversion



Expensss Data  
Process



Currency  
Conversion



Consolidation  
from Multiple  
Sources



Structure & Organize  
Legacy Data



Consolidation  
from Legacy  
Databases



Define and Consolidate  
Multi-Select Files



Custom Data  
Conversion &  
Reformatting



Multi-File Data  
Consolidation  
for Analytics



Define Multi-File  
Consolidation  
for Analytics

## 2 DATA CLEANING



Remove  
Duplicate  
Records



Database  
Integrity &  
Corruption Fix



Manage Outliers  
and Exceptions



Correct Spelling,  
Grammar, and  
Terminology



Column Standardization  
& Type Assignment



Standardize  
Phone and Address  
Formats



Data Validation  
and Error Checking



Missing Data  
and Inconsistency  
Handling



Data De-duplication  
across Filtered



Data Validation  
and Error



Data Data and  
Compiesting



De-duplication  
across Multiple Files



### Transformation Examples

**Before**

Before text:  
mixed case,  
Errors - 153

**After**

Customer  
Profile  
Values - 153%

**sales**

unformatted  
Value - 153%

**after**

Formatted  
Value - 131%

**wuniffs**

Customer  
Profile  
Text - 100%

**after**

Customer  
Profile  
Text - 15%



## 3 EXCEL FORMATTING & CLEANUP



Standardize  
Table Format  
and Styles



Implement  
Advanced  
Conditional  
Formatting



Organise Workbook  
for Analysis



Excel Data  
Restructuring  
for Analysis



Excel Print Areas  
and Set Setup  
for Distribution



Print Area  
Workbook &  
Distribution



Workbook Structure,  
Navigation, and  
Design



Print Area, Layout,  
and Optimization



Multi-Sheet Formatting  
and Template  
Standardization



Define and Implement  
Page Layout  
Optimization



Define and Apply  
Workbook  
Best Practices



Define and Apply  
Page Layout  
Standards



Implement  
Page Layout  
Standards

# YOUR DATA. YOUR REQUIREMENTS. MY SOLUTION.



Need help with **Data Entry, Excel Formatting, Data Cleaning or Data Summary?**



No matter how **simple** or **complex** your requirement is, I'm here to help.



I can help you **organize, clean, format, structure,** and **summarize** your data according to your specific requirements — while keeping the final output **clear, accurate, and easy to use.**

## ★ What You Can Expect



Accurate & carefully handled data



Clean & professional formatting



Clear and structured output



Requirement-based data organization



Clear communication throughout the project



On-time delivery with quality checks



**You bring the data.  
You tell me what you need.  
I'll take care of the rest.**



LET'S MAKE  
YOUR **DATA WORK BETTER.**



**Have a project in mind?**

Let's discuss your requirements before we begin.



**+91 7304168161**



kai.powerbydata@gmail.com



**POWERED BY DATA**  
— LEAD WITH INTELLIGENCE —