MICROSOFT EXCEL CONSULTANT

Viney Mehta

Microsoft Excel Consultant & Coach

B.E. Mechanical , EPBM – IIM Calcutta
CII-EXIM Bank Business Excellence Assessor
Lead Auditor – IMS (DNV-GL)

Using Excel intensively for over a decade to run complex operations, specialising in spreadsheets that analyse data quickly, designing them to help improve business decisions and automating repetitive tasks.

Can help you speed up and improve your use of Excel spreadsheets by creating, modifying or improving them so you spend more time making use of them than building them.

A wealth of experience in almost all the functions of any Business in addition to Excel consulting and working on over 200 Excel projects.

Key strengths are understanding complex business processes in practice and working out how to improve them through the best combination of operational redesign, management skills, thoughtfulness, practicality and Excel skills.

Pick up and understand business requirements quickly and enjoy helping people solve problems quickly, saving them both time and money.

I have used my spreadsheet skills in both management and consultant roles on significant projects hence more useful than many Excel trainers who can only apply themselves in the classroom but don't understand the real world of business.

I am an Excel Consultant with:

- 15 years experience creating complex Excel spreadsheets and applications.

- 3 years training managers and students to use Excel as beginners or experienced users.

- First class B.E. degree in Mechanical Engineering from SLIET Longowal (Deemed to be University under MHRD)

- Alumni of Indian Institute of Management - Calcutta

- Qualified Business Excellence Award Assessor

- Qualified IMS Auditor

And finally ..... I love using Excel to increase productivity and reduce workloads, both for my own projects and for yours.

✓ KPI, Scorecards & Dashboard creation and improvement
✓ Spreadsheet Automation
✓ Spreadsheet design or re-design.
✓ Excel Formulas, Graphs and Functions
✓ Pivot tables and Pivot Graphs
✓ Business consultancy
✓ Improvements in daily efficiency in Microsoft Office
✓ Excel Training and Coaching

I specialise in:

✓ Understanding business needs quickly.
✓ Quick turn around of Excel projects.
✓ Automating and semi-automating business processes.
✓ Making sure that the outputs will be useful for improving business decisions.
✓ Communicating with clients to ensure the right objectives are reached.

Previous Excel Consultant Work:

1. Analysis of financial data to create summaries and reports for almost all the functions in any organisation.
2. Creation of management spreadsheets to analyse time lost from production line breakdowns.
3. Spreadsheets for analysis and presentation of Management Reviews and Budgets vs Actual.
4. Customised Search Engine in Excel.
5. HR spreadsheets - salary payments, days holiday, timesheets, recruitment tracking, staffing tables.
6. Generating Salary Slips / Salary Revision letters and Gist of employee Remuneration from a large data of more than 1000 employees.
7. Analysis of complex data e.g. searching for duplicates in list, error anomalies in given data.
8. Generating Customer wise emails with attachments (Data) and sending them through Outlook. Much more applications are developed over this platform.
9. Creation of reports and graphs from large data sets on a single click. OLAP Based dynamic Dashboards
10. Linkage of Excel with PowerPoint slides
11. Generating Sheets with from a large data set based on Template
12. CSV file conversions or to convert data from one layout to another automatically with macros or formulas.

+91 99300 84741   **info@nvts.in**

EXCEL CONSULTANTATION

Normally working with clients it is preferred to be contacted by email initially. If you send a few details of your initial request, and ideally some sample data if possible, then it will be reviewed and you will reply within 48 hrs.

Skype:
If you prefer, we can run through your project requirements by Skype. It allows us to chat online while being able to see each other's computer screens so it's easier to check I fully understand what you're wanting. If you email me your Skype username and a suitable date and time I'll contact you to confirm.

Consulting Approach:

1. Fixed price quotes for projects after having discussed them with you and got your requirements.

2. Once requirements and terms are agreed a proposal will be created for you to review and confirm it does what you're wanting, in the way you want it to.

3. Payment is then on satisfactory completion. All final files are unlocked with no passwords and come with training and explanations if required.

4. Always try to go beyond expectations by offering more than originally asked for and making sure that the results fit within a wider business context, looking for maximum impact at the lowest cost.

5. Happy to meet / visit clients to discuss their projects though nearly all projects seem to be possible by email and telephone and we normally start with this.

6. Keeping clients up to date with progress and will send early prototypes for you to test and review. It is then your turn to fully test the spreadsheets and Quality Assure that they do exactly what you want them to. Any bugs or fixes are fixed free of charge within the first three months.

Excel Consultancy Services for

Spreadsheet design or re-design | Pivot tables, graphs and customised formula | Business Process Automation | Automation of data processing and analysis | Reduction of workloads through special formula and macros | Specialised formula unique to your situation | Extraction, manipulation and analysis of data from databases and other business systems | Spreadsheet review and Quality Control check | Creation of dynamic charts and reports for presentations | Custom spreadsheet design and development using Excel Macros (VBA) | Dashboard and KPI report creation | Excel to PowerPoint and Word integration | Use Excel in PowerPoint with ease | One-off problem solving | Integration with ecommerce, website and other data systems | Inventory systems | Password recovery and removal | Drop-in sessions can be held where staff bring Excel documents they are working on to get expert help and advice |

Excel Training Courses & Coaching

1. Onsite training & coaching to demonstrate only those Excel functions and techniques you need to do your specific job better. Ideal for the intermediate to advanced user.
2. Top-up refresher training for managers who already use Excel - be shown lots of different available functions quickly then be trained only in those you need.
3. Become more proficient in your daily work by minimising the time you spend on Excel and become more "lean" in everything you do.
4. Be trained by someone who is an Excel trainer, expert and power user not just by someone who trains it in a classroom.
5. if you need someone who has used Excel to solve complex real life problems please feel free to contact with your needs.
6. Drop-in sessions at your offices can be arranged at a very nominal cost where staff bring Excel documents they are working on to get instant expert help and advice.

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