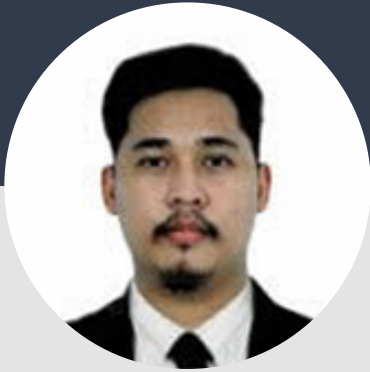


KENN ERROLLE SANTOS

BUSINESS INTELLIGENCE & REPORTING ANALYST



CONTACT

📞 09215304886

✉️ kennsantos263@gmail.com

📍 291 San Guillermo Street

🌐 www.linkedin.com

SKILLS

- Data Analysis & Reporting
- Power BI (Dashboards, DAX)
- Advanced Excel
- SQL
- Tableau
- Salesforce
- Claude AI
- ETL
- SAC

LANGUAGES

- English (Fluent)
- Filipino (Native)

REFERENCE

Meek Sementilla

SAP CONCUR / Supervisor

Phone: 09209405546

Email : meek.sementilla@sap.com



PROFILE

Detail-oriented Reporting Analyst with over 8 years of experience in invoice processing, data validation, and reporting, and hands-on expertise in Power BI, Excel, SQL, Power Automate, Power Apps and Salesforce in SAP Concur. Proven ability to generate actionable insights, optimize processes, and support data-driven decision-making. Continuously upskilling in analytics and automation.



WORK EXPERIENCE

GO TEAM

2026 - PRESENT

Business Intelligence & Reporting Analyst

- Developed and maintained Power BI dashboards and automated reports to support business decision-making.
- Ensured data accuracy and integrity across multiple data sources.
- Improved reporting efficiency through automation and process optimization.

SAP CONCUR

2022 - 2026

Reporting Analyst

- Develop and maintain operational and performance reports to support management decision-making.
- Ensure data accuracy and integrity across multiple data sources.
- Create dashboards and automated reports using Power BI and Excel.

SAP CONCUR

2017 - 2022

Invoice Capture Specialist – Auditor

- Audited and verified vendor invoices, ensuring compliance with client guidelines.
- Maintained productivity and quality logs to track performance.
- Suggested quality and process improvements to reduce recurring errors



EDUCATION

Bachelor of Science in Information Technology

2014-2016

International Electronics and Technical Institute
(IETI) – Muntinlupa

Information and Communication Technology (ICT)

2012-2014

International Electronics and Technical Institute
(IETI) – Muntinlupa