

Contact

Hampshire, United Kingdom.
07449951864 (Mobile)
jiwan_uk15@hotmail.co.uk

www.linkedin.com/in/jiwan-gurung-792088124 (LinkedIn)
github.com/jiwan-15 (Portfolio)
public.tableau.com/app/profile/jiwan.gurung1836/vizzes (Portfolio)

Top Skills

Structured Query Language (SQL)
Fair & Lawful Processing
Personal Data

Certifications

ABBE Level 3 Award in Introduction to Domestic Retrofit
ABBE Level 3 Certificate in Domestic Energy Assessment
Google Data Analytics Professional Certificate(v.3)
Deloitte Australia - Data Analytics Job Simulation
How To Use Analytics to Make Better Decisions About Your Marketing

Honors-Awards

Driving Success Award

Jiwan Gurung

BA in Marketing | Google Data Analytics Certified | SQL, Python, Tableau, Google Sheets/Excel
United Kingdom

Summary

Data-fluent Marketing BA graduate with 4+ years of experience in data reporting, process optimisation, and regulatory compliance. Certified in Google Data Analytics with hands-on expertise in SQL, Python, and Tableau. Passionate about turning data into actionable insights to solve business challenges and drive growth.

Experience

Anesco Ltd

Submissions Administrator – Qualified Domestic Energy Assessor (ABBE Level 3)

March 2022 - April 2026 (4 years 2 months)

Oversee the accurate preparation, validation, and submission of ECO4, GBIS, and LA Flex evidence packs to ensure full alignment with Ofgem regulations, funding-partner requirements, and internal governance standards.

Conduct comprehensive quality checks on survey reports, PAS 2030/2035 documentation, installer certifications, photographic evidence, and household eligibility records to uphold stringent compliance expectations.

Manage end-to-end submission workflows across multiple funder platforms, ensuring timely delivery, precise documentation control, and full audit readiness.

Coordinate with installers, surveyors, retrofit coordinators, and local authorities to proactively resolve evidence gaps, discrepancies, and non-compliance risks.

Maintain robust document-management practices, safeguarding data integrity and ensuring complete, traceable audit trails for internal and external review.

Monitor regulatory updates across ECO schemes and translate changes into updated operational processes, ensuring continuous organisational compliance.

Escalate compliance risks to senior colleagues and contribute to corrective-action planning and the development of improved quality-assurance practices.

Support operational excellence by identifying process inefficiencies, recommending system or workflow enhancements, and contributing to continuous improvement initiatives.

Uphold company policies, data-protection standards, and industry best practices in all submission, documentation, and communication activities.

Extern

E-Commerce Data Analysis & Strategy Externship - Breaking Games
August 2025 - October 2025 (3 months)

Analysed multi-platform e-commerce data—including ad performance, on-site behaviour, and sales metrics—to evaluate key drivers of traffic, conversion, and revenue growth.

Used AI-assisted tools to synthesise insights from Google Ads, Meta Ads, Google Analytics, and Shopify data, identifying trends in customer behaviour, campaign performance, and sales funnel effectiveness.

Created cross-platform synthesis reports covering ad effectiveness, site behaviour, product performance, and conversion bottlenecks—translating findings into actionable e-commerce growth strategies.

Tesco

Sales Assistant

December 2014 - March 2022 (7 years 4 months)

Delivered friendly, efficient customer service at checkouts and on the shop floor.

Processed transactions accurately and handled customer enquiries.

Restocked shelves, rotated products, and maintained store presentation.

Supported deliveries and stockroom organisation.

Followed store policies, health & safety, and loss-prevention procedures.

Education

University of Winchester

Bachelor of Arts - BA, Marketing

Basingstoke College of Technology

Higher National Diploma, Computer Science