

## Contact

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pranavsathyan (LinkedIn)

## Top Skills

Microsoft Visual Studio Code  
Web Scraping  
Google Collab

## Languages

Tamil (Limited Working)  
Malayalam (Native or Bilingual)  
Hindi (Professional Working)  
English (Full Professional)

## Certifications

SharePoint Online Admin Essential  
Training  
Microsoft Power Platform  
Fundamentals (PL-900) Cert Prep:  
Core Components  
Visio 2019 Essential Training

# Pranav Sathyan

Data Analyst • Business Intelligence • BI Consultant • Business  
Analyst • Power BI Developer  
Toongabbie, New South Wales, Australia

## Summary

As a data professional, I am passionate about creating dashboards, reports, data models, and performance insights. With my combined expertise as a Business Analyst and Data Analyst/Business Intelligence Specialist, I seamlessly translate business requirements into operational dashboards and performance metrics, ensuring clear communication with stakeholders. My experience in Data Science enables me to perform advanced analytics on large datasets. Additionally, I specialize in automating data extraction and transformation processes.

Technical skills include : SQL, Python, VBA, Excel, and Power BI

Feel free to reach out to me directly here on LinkedIn for a quick chat.

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## Experience

### Uniting Church in Australia - Synod of NSW and ACT

#### Business Analyst

November 2022 - Present (2 years 8 months)

Sydney, New South Wales, Australia

Gathering and analyzing end-user requirements and developing optimal solutions that meet business needs. Detailed documentation of requirements, designs, and solution configurations, as well as mapping out project processes to ensure thorough analysis. Collaborate with stakeholders to perform in-depth analysis, utilize team expertise, and conduct testing in various environments. Ensuring compliance with regulatory requirements, business compliance, and security standards, equip end-users with the tools they need to successfully use products through training documentation and coaching. Develop detailed business process specifications and system functional/non-functional specifications. Review and revise documentation to account for new information and work with Microsoft Dynamics CRM. Undertook any additional duties required of me to support the team.

## DHL Supply Chain

### Business Analyst

May 2021 - November 2022 (1 year 7 months)

Sydney, New South Wales, Australia

Working with DHL Life Sciences and Healthcare supply chain as a Business Analyst. Performing data analysis and reporting of performance. Develop automated reporting formats using VBA and advanced excel functions. Proactive Qualitative analysis and Business Insight. Numerical analysis of raw data into accurate reports. Creating dashboards using PowerBI for data visualization. Presenting to our internal/external customers. Analytical problem solving and system planning; identifying opportunities for improvement. Daily interaction with internal and external stakeholders. Plan and assist in ensuring customers efficiencies are improved and maximized.

## Catch.com.au

2 years 8 months

### Warehouse Administrator

March 2021 - May 2021 (3 months)

Victoria, Australia

Worked as a warehouse administrator at Catch Of The Day. Was in charge of managing the overall warehouse operations. Tasks included preparing and receiving reports. Manage all paperwork flows associated with both inbound deliveries while ensuring warehouse processes are followed. Provide information daily on the following 1-2 days inbound deliveries to help the scheduling of workload. Provide receiving reports to the manager and supervisors. Troubleshoot any system-related issues or problems caused and record for feedback and reporting to Warehouse Supervisor. Ensure all warehouse documents are filed promptly and chronologically to enable ease of access for all required. Maintain accurate inventory records through the administration of stock counts. Liaise with drivers, customers, and warehouse personnel when required. Ensuring all order picking slips match the corresponding customer orders. Administer all transport bookings with carriers. Ensuring all administration duties are fulfilled as required to ensure KPI performance is achieved. processing, preparing documents for delivery and tracking orders. Maintaining the warehouse management system, Inventory management. General Ad-hoc duties/hands on approach.

## Inventory Analyst

October 2020 - March 2021 (6 months)

Victoria, Australia

Had the opportunity to work as an inventory analyst at Catch.com.au. Used to manage and review receiving issues to assist stakeholders in completing the close of orders. Enabling a more efficient receiving process, timely and accurate resolves with systems access, support, and training, and playing a key role in assisting the warehouse receiving process. Performing functions associated with reporting, resolving, and managing issues during receiving of stock. Support BCs & Accounts team in completing orders resulting in the timely supply of payments.

#### Warehouse Gatekeeper

July 2020 - October 2020 (4 months)

Victoria, Australia

Create and update logs for the consignment. Verifying documents and accepting consignment. Allocate storing location for consignments in pallet locations, and assigning available receivers to complete purchase orders. Creating necessary paperwork for validating and verifying each purchase orders. Handle transfer orders from one warehouse to another. Supervising safety and security of truck drivers and other people while forklifts and trucks are in operation. Sorting and disposing of pallets. Covid contact tracing checklist update with new drivers. Truck Driver induction of the outside safe practices. Maintaining daily unloading run sheet. Storing invoices and run sheets. Updating daily delivery summary and sending gatekeeping report to supervisors and managers.

#### Warehouse Assistant

October 2018 - July 2020 (1 year 10 months)

Victoria, Australia

Receive assigned purchase orders. Verifying and evaluating stocks. Sorting and allocating the products to different locations with unique identifying number. Identifying issues relating to the consignment like extras, barcode issues & damages. Updating paperwork relating to the purchase orders. Moving stocks to locations. Picking and packing of necessary stocks.

#### Netball Australia

##### Junior Business Analyst

August 2020 - November 2020 (4 months)

Victoria, Australia

Analyzed the performance of players in 1000+ matches to discover hidden trends and deliver insights using R and RapidMiner. Performed data cleansing to find general characteristics of the dataset and to identify any anomalies or outliers to ensure that any data inconsistencies are reconciled. Relevant

insights were visualized in Tableau and effectively presented findings and recommendations to Netball Australia.

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## Education

Deakin University

Masters Of Business Analytics, Business Analytics · (July 2018 - July 2020)

St. Thomas College, Arunapuram P.O., Pala-686 574

Bachelor of Commerce - BCom, Business and Personal/Financial Services  
Marketing Operations · (2014 - 2020)