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Work Authorization: Open Work Permit
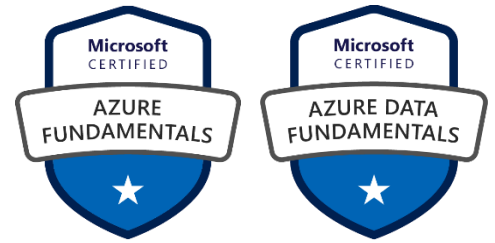
Summary:
- Results-oriented MBA candidate with specific skills in business analytics gained via rigorous academic study at the University of Canada West and applied through three years of hands-on experience as a capable Business Operations Analyst.
- Deeply committed to leveraging the potential of data analytics to inform strategic decision-making. Proficient with Microsoft Office Suite, including SharePoint, Excel, PowerPoint, Word, SQL queries, and business intelligence (BI) applications.

Key Competencies:
- Analyzing and interpreting data.
- Documenting requirements.
- Identifying process improvement opportunities.
- Collaborating with cross-functional teams.
- Presenting findings and recommendations to senior management.

Skill Highlights:
Functional skills:
- Proactive problem-solving, risk management, and creative thinking.
- Strong organizational abilities.
- Effective in fast-paced environments with tactical and strategic planning capabilities.
- Proficient in time management and change management.
- Expertise in IT Business Planning/Analysis, Business Transformation, and Requirements Analysis.

Technical Skills:
- Microsoft Office Suite (Excel, PowerPoint, Word, SharePoint).
- Project Management: Asana.
- User Story and Use Case Development: JIRA.
- Storyboarding/Wireframing: Mural, Balsamiq.
- Familiarity with SDLC processes and methodologies.
- SQL queries for data analysis.
- PowerBI for Data Visualization.
- Expert-level experience in Microsoft SharePoint.
- Statistical Analysis: Regression Analysis, Hypothesis Testing, Linear Regression.

Professional Experience:
University Canada West, Vancouver, Canada   **Jul 2023 - Sep 2023**
Business Analyst Intern
Project: Innovation Hub – Startup Incubator
- Conducted market research to identify business enhancement and growth opportunities.
- Streamlined cross-functional collaboration by leveraging Jira to develop 50+ user stories and use cases, resulting in a 20% reduction in project development cycle time and ensuring seamless communication across teams.
- Developed comprehensive business plans targeting the university's students, contributing to a 15% increase in engagement.
- Led a 5-member cross-functional team, optimizing project management with Asana, reducing completion time by 25% and enhancing communication efficiency.
- Generated comprehensive reports for stakeholders, highlighting a 15% revenue growth and identifying 20% more growth opportunities while collaborating with a diverse team of 5 professionals.

Artech LLC, Vancouver, Canada   **May 2022 - Jul 2022**
Business Operations Analyst

- Created and managed a dynamic PowerBI dashboard to track and compare monthly gross margin performance against organizational targets, enabling proactive decision-making and contributing to a 10% increase in overall revenue.
- Assisted in preparing recruitment training materials and user documentation.
- Analyzed existing recruitment processes, leading to a 15% reduction in costs and a 20% improvement in candidate experience.

Aditi Consulting, Bengaluru, India   **Mar 2021 - Feb 2022**
Business Operations Analyst – Recruitment
Client: Meta/Facebook
- Reduced time to hire by 20% by analyzing data to find trends and enhance recruitment procedures.
- Contacted previously engaged candidates, resulting in a 15% increase in candidate redeployment.
- Used Microsoft SharePoint as the version tracking tool for managing the requirements and documentation.
- Collaborated with cross-functional teams to identify areas for process improvement and optimization.

Artech Information Systems, Bengaluru, India   **May 2018 - Nov 2020**
Technical Recruiter
Clients: Freddie Mac, Fannie Mae, and World Bank Groups
- Responsible for reviewing the job description to understand the client requirements and needs of the hiring manager and identifying the top technical requirements, which help find the right candidate(s).
- Reaching the candidates and scheduling preliminary screening with them because of technical needs, communication skills and expectations.

Education:
- Master of Business Administration, University Canada West, Vancouver, Canada, September 2023
  GPA: 3.73/4.33. Relevant Coursework: Business Analytics, Digital Transformation, Operations Management, Predictive Analysis, Business Analysis and Machine Learning, Quantitative Analysis, Leadership in the Global Context, Business Ethics & CSR.
- Bachelor in electrical engineering, Siksha 'O' Anusandhan University, Bhubaneswar, India, 2018
  GPA: 8.74/10

Certifications/Achievements:
- Microsoft Azure Data Fundamentals: DP-900, Certification number: I716-3669
- Microsoft Azure Fundamentals: AZ-900, Certification number: I798-3454
- Scrum Foundation Professional Certificate - SFPC™ - Expires Mar 2025, Credential ID: 83879541
- Foundational Certification in Agile Scrum (FCAS)™ - Expires Feb 2025, Credential ID: 15692
- Python for Data Science – IBM
- SQL for Data Analysis – LinkedIn
- Certified Digital Marketing Associate (CDMA) – DMI, Credential ID CA-UCW151297

Projects:
Data Analytics in Microsoft Azure Cloud: Enrollment Services and Records for Course Registration, Jun 2023
- Successfully implemented complex data projects within the Microsoft Azure Cloud Environment, utilizing Azure SQL Database, blob containers, Azure Data Factory, Power BI, and DAX queries for tasks like categorizing student enrollment, predicting course popularity, and calculating average successful enrollments.

Digital Transformation - Knowledge Management System (KMS) into an Organization, Mar 2023
- Spearheaded a Knowledge Management System (KMS) project, centralizing information, enhancing productivity, and emphasizing the role of organizational culture and infrastructure importance for security.
- Analyzed KMS impact on Porter's Value Chain, discussed critical success factors, explored barriers, and promoted the benefits of knowledge management for competitive advantage.

Stock Price Forecasting, Sep 2022
- Utilized data science techniques, including descriptive statistics and predictive analysis with linear regression modelling, to analyze the stock's historical performance and predict future trends.
- Demonstrated strong analytical and data-driven skills, offering valuable insights for informed investment decisions in the financial sector.