SHREYANS GALA

Contact no: +1 (437) 986 5768
shreyansgala@hotmail.com

As a Business Analyst, I provide comprehensive solutions by bridging the gap between complex data and actionable insights.

SKILLS & KNOWLEDGE AREA

Functional Skills: Business Process Management, Requirements Elicitation & Documentation, Business Intelligence, Project Management, Stakeholder & Gap Analysis, Risk Management, Change & Contract Management, Six Sigma, Lean & Agile Methodology, Waterfall Methodology, Qualitative and Quantitative research & analysis, Operations management, Procurement Management.

Technical Skills: SQL, Python, R, VBA, Macros, Lucid chart, MS Visio, JIRA, MS Office Suite, MS Project, MS Excel, Tableau, PowerBI, UI Path, Miro, Figma, MS Project, Google Suites.

Soft Skills: Interpersonal, Strategic Problem-Solving, Leadership, Teamwork, Conflict Resolution, Effective Communication (verbal and virtual), Critical Thinking, Time Management, Professionalism, Maintaining confidentiality, Organizational skills, Influence stakeholders.

EXPERIENCE

Prosperitilive Inc., ON
Business System & Process Analyst (Co-op) – *Sept '23 to Present*
1. Supervised the development of critical business processes ensuring efficiency of the implementation.
2. Worked closely with technical teams to build websites, ensuring that they have insight into the information flow in accordance with corporate strategic goals.
3. Used Marvel, Figma, and Miro for making mid-fidelity and final fidelity prototypes.

Associate Business Analyst (Part-time) – *June '22 to August '23*
1. It focused on business analytics skills where I worked alongside some senior analysts on some industry provided projects.
2. Pivot tables and interactive dashboards were constructed to provide reports and analytical data visualization for decision making.
3. Stakeholders' requirements ascertained based on elicitation sessions for information gathering and documentation of accurately recorded project requirement.
4. Use of Excel helped me to analyze data in depth to predict trends and highlights of the business.
5. Ensured that all project records were kept up to date to facilitate clear project monitoring and reporting.
6. Internal efficiency in using MS Office as a means streamlining workflow for information outburst to other departments.
7. Provide frequent updates to clients on the state of the project, thereby promoting increased transparency and improved client ties.

WolfX Digital Agency, Mumbai, IND
Project Analyst – *Mar '21 – Apr '22*
1. Was the first liaison between clients and WolfX Digital Agency, who worked closely together to determine and understand the business problems.
2. Worked hand-in-hand with stakeholders in carefully mining for business solution requirements that were in line with client objectives.
3. Acted as a bridge by simplifying complex project requirement into a more understandable user story and Epic, making it easier for the development team to implement the project effectively.
4. Use cases and scenarios were developed in detail giving detailed descriptions of what outputs are expected and how they would be used.
5. Used MS Teams to coordinate and communicate with everyone on the team so that all parties were informed and agreed.
6. Maintain a closed record of all project data with the objective of making it possible to establish an open and transparent project management process.
7. Six successful projects fully completed on time with zero customer complaints and excellent project delivery and client management skills.

Casio India, IND
Marketing Associate (Intern) – *Nov '20 to Feb '21*
1. Worked in cooperation with various Indian colleges as part of the Casio Campus Ambassador Program and helped promote Casio products.
2. Administered the development and execution of digital marketing campaigns following the problems caused by Covid-19.
3. Conducted extensive surveys and detailed research providing valuable information on how to create market-oriented strategies.
4. The program managed to cover more than 500 colleges nationwide in four months showing very competent project management and planning strategy.
5. The online marketing campaign, involving 72 universities in which an estimated one thousand students were engaged. It led to a significant rise in brand awareness while attracting more students.
6. Comfortable in remote work, utilized digital platform in planning the tasks, moving onwards whenever it became difficult.

Manek Metal Industries
Web-Developer (Freelance) – *May '20 to Jul '20*
1. Working as a team of three, I oversaw the design and development of a website, an inventory system, and a mobile-responsive app ensuring the project was on specification, schedule, and client's objectives.
2. Offered technical direction and practical coding experience, encouraging productive teamwork, and producing excellent digital solutions.

EDUCATION

PG Certificate in Information System Business Analysis
George Brown College, Toronto ON – *Jan '23 to Dec '23*
1. I specialized in business analysis with a solid understanding of business process modelling, requirements management & stakeholder management.
2. Prepared for and cleared the IIBA ECBA certification.

PG Certificate in Project Management
Conestoga College, Kitchener ON – *Jan '22 to Aug '22*
1. Acquired the foundation of comprehensive project management, including lean practices and Agile & Waterfall methodologies, Six Sigma, Risk Management, and Quality Assurance.

Bachelors in Computer Science
K. C. College, Mumbai University, India – Jul '17 – Oct '20
1. Concentrated on data structures, databases, and programming languages, with practical applications in capstone projects.

CERTIFICATIONS

ECBA (Entry Certificate in Business Analysis)
IIBA, Certificate No. *79070528*

KEY ACHIVEMENTS

1. Effectively implemented process enhancements in starting settings, showcasing excellent organizational and problem-solving abilities.
2. Improved project management and stakeholder interaction, which results in more efficient and productive operations.
3. Gained a thorough understanding of business analysis techniques and tools and successfully used them in a range of projects.