Shweta Palekar

Graduate Insights Analyst

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Visa: Australian Permanent Residency

Data Analysis | Data Visualization | Document Validation | QA Management | Agile Methodologies

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Innovative and highly skilled professional with experience in delivering results that align business and IT objectives, growth, and operational performance in cross-functional areas; Skilled in Data Analysis using various tools and technologies, Quality Assurance, SQL, MS Excel, Tableau, Python seeking an opportunity to contribute to the Business Intelligence domain.

PROFILE SUMMARY

- Graduate from General Assembly's Data Analytics course, undertaking 420+ hours of practical training in **Data Cleaning, Data analysis and Data Visualization.**
- Dedicated Software Testing Intern, primary technical skills were **Manual Testing, API testing** and utilizing tools such as **JIRA for agile framework.**
- Passionate about leveraging my Technical and Cross-Cultural Communication skills to support social and community causes across **India, UK, USA, and Australia**. Awarded a recognition certificate by **the Virgina State Govt**, USA, for exemplary work during **COVID pandemic vaccination drives** for the general community.

IT SKILLS

MS Excel	**SQL**	**Python**
Data Visualization	**Tableau**	**API testing**
Manual testing	**Data cleaning**	**JIRA and Agile Methodologies**

PROFESSIONAL EXPERIENCE

Data Analyst Student
General Assembly Data Analytics Bootcamp | Nov 2023- April 2024
Key Result Areas:

- Data Analysis processes such **as Data Sourcing, Data Cleaning, Data analysis and Data visualization**
- Served as **Scrum Master** for a collaborative project analysing environmental datasets.
- Efficient in using **Microsoft Excel and Python** to cleanse and normalize data, ensuring accuracy and consistency for analysis purposes.
- **Designed SQL queries** to manage and retrieve data as well as to analyse accessibility.
- Implemented data visualization using **Tableau** for better understanding of data trends.
- Successfully executed **an independent project** focusing on paintings dataset and proficiently used different tools and techniques and meeting the project deadlines.

QA Intern
Adactin Group | Apr 2023 - Aug 2023
Key Result Areas:

- Designed Test cases based on complex understanding of requirement specifications.
- Executed multiple test projects including a **UI project, API project** and standard **Manual Testing project**.
- Supervised the data displayed on the UI matches with the data sent by the back end as part of the API testing.
- Successfully verified the Data Testing in the database using **SQL.**
- Executed **Test Cases** and reported the defects in **JIRA** management tool as well as on MS Excel.
- Created a Traceability Matrix between requirements and test cases.

QA Intern
Kreativstorm | Oct 2023
Key Result Areas:

- Independently managed manual testing project on healthcare which focuses on mental health of public.
- Understood and implemented the testing concepts, **requirement specifications** and test plan of the application.
- Utilized **MS office tools** for executing and logging the test cases throughout the project.
- Effectively used **Trello** tool for defect reporting and tracking during testing process of the application.

Quality Assurance Officer (Reporting to Head of the Department)
Mabpharm Pvt. Ltd. (Joint venture of Cipla) 2009-2013
Key Result Areas:

- Drafted and **reviewed requirement documents** comprising process validation.
- Designed technology transfer documents.
- Maintained and peer-reviewed documents such as BMR (Batch Manufacturing Report) and SOP (Standard Operating Procedures).
- Monitored compliance with diverse quality measures by maintaining requisite documentation/record.
- Ensured that all the requirements had been followed and in case of any discrepancies, reported them to the QA head.
- Rendered regular updates to leadership members on quality metrics by updated them on consistency issues or production deficiencies.

EDUCATION

- **M.Sc. in Molecular Medicine** | The University of Sheffield, UK
- **B.Sc. in Genetics** | Garden City College, Bangalore, Karnataka, India

VOLUNTEERING

- TOHI (Temple of Humanity), Sydney, Australia as an Event Organiser from Jan 2023- Present
- MRC Non-Medical Volunteer for Fairfax County, Virginia, USA as a Greeter from April 2021 – April 2022
- MRC Non-Medical Volunteer for Fairfax County, Virginia, USA as a Flow Controller from April 2021 – April 2022
- Share of Mclean as a Clothing assistant Volunteer, Virginia, USA from Dec 2017-March 2018
- American Cancer Society as an Administrative Assistant Volunteer from Jun 2018 – Mar 2019
- St Francis Hospital Topeka, KS, USA as an Administrative Assistant Volunteer from Nov 2013 – Mar 2014
- British Red Cross, Sheffield, UK Volunteer Jan 2009-April 2009

PROFESSIONAL ENHANCEMENTS
- **Certified ISTQB Tester**
- **Certified JIRA Professional**