Shweta Palekar

***Graduate Insights Analyst***

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**Visa:** Australian Permanent Residency

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

*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**](https://www.google.com.au/search?sca_esv=2926e44d85dc4f4d&sca_upv=1&cs=0&q=trello&stick=H4sIAAAAAAAAAEWOzUrDQBSFrU5rTS3FuPIPLt3oLiaNVXGlYEVEcREQixCmmUkTm2TaO2ODXfoAPkT3gk_gg7hx7TxCF2Kriy4P5_Cdr2zXC07bySOqgCIHFochR54pSOIeBxHCY4wUlBCJhFAgKKRBL866k8JWC0UKUjxhwCXQAIWUoCIOOe9MFsv--Y136d3776SgybphWKm1HzRGfv_ILJ5KmlFNakbV6lq2LTsNxtyGrcnq_y5qNg8w0mTZLN7h1GNamMa1yBh9BsaHmhhm-YxKHtC0P8eE7JB1GBtpsmbWbuOhUDQBb-bLUZOqUZmtHOeYDQbzK7fp5mGgScVYmUUHpev-8T1O01xgb1wsKeRJIj5LGwutzbeHysnXxc_L1XZ76UPs7Pmv4_ru9y-bIhxPRwEAAA&sa=X&ved=2ahUKEwi0i9ny8OiFAxV6T2wGHeTYBc0Q7fAIegQIABBg) 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**