

SIMRANJEET KAUR GILL

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SUMMARY

Analytically driven professional with industry experience bringing a unique blend of data analysis, consulting, and business analysis expertise. Passionate about solving business problems by providing data-driven solutions.

EDUCATION

Master in Information Technology Management

May 2024

Illinois Institute of Technology, Chicago, USA [Transcript](#)

Bachelor of Commerce (Honors in Accounting & Management)

May 2021

Barkatullah University, Bhopal, India

Relevant Coursework: Object-Oriented Application Development, Service Oriented Architecture, Enterprise Database Management Consulting for Technical Professional, Client- Server Technology, Process Engineering for Information Technology Manager, Information Technology Frameworks, IS Security Management, Advance topic in Data Management, Advance Statistic, Marketing Management.

SKILLS

Languages / Databases	: SQL, Python, MySQL, SQL Server, PostgreSQL, R
Tools	: MS Excel, MS Project , Tableau, Power BI, JIRA, MS Office Suite, SAP, Spark
Frameworks & Documentation	: Agile, Waterfall, BPM, Kanban, Scrum , Six Sigma, SWOT, BRD, FRD, RTM
Analytical Areas	: Data visualization, Data extraction, V-Lookup, Pivot, Data Manipulation, ETL, Business Intelligence & Reporting, Statistical Methods, Business Consulting

WORK EXPERIENCE

Kalpataru Power Transmission Ltd- Analyst

August 2021 - May 2022

- Prepared and maintained comprehensive **project documentation**, ensuring all project activities were well-documented and easily accessible for future reference.
- Analyzed large-scale supply chain and logistics data using **Power BI and Tableau**, generating reports and developing dashboards to monitor progress, optimize resource allocation, and track KPIs, leading to a 15% improvement in operational efficiency.
- Developed and executed associated project plans and test scripts for **User Acceptance Testing (UAT)** and subsequent user training, ensuring successful implementation and user adoption.
- Collaborated with **cross-functional teams**, including engineering, procurement, and finance, using **JIRA** for task management to synchronize efforts and meet project deadlines.
- Performed complex data analysis for testing , supporting **ETL systems** that interact with Data Warehouse System, ensuring data integrity and quality.
- Identified and mitigated potential project risks using **SWOT analysis**, reducing project delays by 15% and ensuring smooth project execution.
- Conducted requirements reviews and performed **GAP analysis**, transforming business requirements into functional requirements, and designing business models using **UML diagrams** - Context, Use Case, Sequence, Activity diagrams in **MS Visio**.
- Performed data cleansing, data modeling, and data extraction activities, enhancing data quality, and ensuring accurate analysis.

Ravi Sahu and Associates - Intern

May 2020 - August 2020

- Maintained bookkeeping for 15 clients, ensuring accurate and timely recording of transactions in general and subsidiary ledgers using MS EXCEL.
- Supported the preparation and reconciliation of **financial statements**, improving report precision by 25% using data validation techniques in **Excel** and **SQL queries**.
- Coordinated the filing of income tax and GST returns for more than 10 organizations, ensuring compliance and accuracy.
- Developed and maintained **financial databases** and spreadsheets, incorporating automation features that reduced data entry time by 20%.
- Performed monthly bank and account reviews to ensure the accuracy of financial records, utilizing data analysis tools like **Tableau** for **reporting**.

PROJECTS

Flight Reservation and Booking System[Data Manipulation]: Implemented an advanced flight reservation system ensuring high data integrity and operational functionality by designing ER diagrams, normalizing database tables to 3NF, and executing DDL and DML queries for comprehensive data management.

HR Analytics Dashboard [Data Visualization]: Developed a Tableau dashboard to understand the relationship between employee attrition and various factors like gender, age marital status, education, job role, job satisfaction, job level.

Document Management and Approval Workflow Automation: Analyzed AS-IS manual processes and implemented a TO-BE Electronic Document Management System (EDMS) to automate approval workflows, enhancing productivity, accuracy, and compliance through centralized storage and real-time tracking.

EXTRA CURRICULAR

- Volunteered for ANSH Happiness Society, reflecting commitment to social responsibility and community development.
- Organized the "BLAZE" art expo and exhibition at The Bhopal School of Social Sciences, showcasing leadership and project management skills.
- Published research at The Bhopal School of Social Sciences, highlighting academic dedication and ability to conduct in-depth studies- [Journal](#).