SIMRANJEET KAUR GILL

📞 +1-(279)-675-1299 ✉ simranjeetkaur9340@gmail.com 🔗 Simranjeet ⊕ Portfolio

SUMMARY

Analytically driven professional with 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

SKILLS

Languages / Databases	: SQL, Python, RStudio
Tools	: MS Excel, MS Project , Tableau, Power BI, JIRA, MS Office Suite, ServiceNow
Frameworks & Documentation	: Agile, Waterfall, BPM, Kanban, Scrum , Six Sigma, SWOT, BRD, FRD, RTM, PDLC
Analytical Areas	: Data visualization, Data extraction, V-Lookup, Pivot Tables, Data Modelling, ETL Process, Business Intelligence & Reporting, Statistical and Predictive Methods, Business Consulting, Risk Analysis, Data Labeling, and Validation.
Certifications	: Python-Data Structure, Business Analytics, Data Modeling with Power BI, Database Implementation, Project Management, Lean Six Sigma(White Belt)

WORK EXPERIENCE

HP Tech Ventures- *Business Analyst Extern*   **September 2024- Current**
- Researched start-up **metrics, industry data, and business models** and determined product differentiation and strategy across tech startups.
- Presented and **correlation analysis** of data using **data visualization** techniques using **Tableau and PowerBI**.
- Recommended attractive start-ups to HP Venture through a comprehensive presentation for further investment.

Webacy- *Web3 Security Data Analytics Extern*   **July2024 – September 2024**
- Conducted detailed **analysis and labeling** of smart contract vulnerabilities, enhancing skills in data categorization and risk assessment.
- **Validated** peers' data labels to ensure accuracy and reliability of data sets.
- Performed **frequency and correlation analysis** of risk tags to identify the most prevalent vulnerabilities and their associations, gaining proficiency in data manipulation and statistical tools.
- Utilized techniques for **cluster analysis**, discovering patterns and commonalities among smart contracts to profile risks effectively.
- Demonstrated proficiency in **SQL, Excel, and Tableau,** employing these tools for complex **data analysis**, manipulation, and visualization tasks to uncover insights into smart contract vulnerabilities and risk profiles.
- Created engaging presentation decks and video recordings, showcasing actionable insights to drive informed decision-making.

Kalpataru Power Transmission Ltd- *Analyst*   **August 2021 - May 2022**
- Gathered **business requirements** to create Tech Specifications, Business Requirement Document, Data Mapping, and validation rules for 5 projects across 3 regions.
- Analyzed complex large-scale data and generated reports and developed dashboards using **Power BI and Tableau,** to monitor progress, optimize resource allocation, track key risk indicators, and KPIs.
- Collaborated with **cross-functional teams,** including engineering, procurement, and finance, using **JIRA** for task management to synchronize efforts and meet project deadlines.
- Developed Data Mapping Documents and databases, and implemented **SQL** transformation rules, reducing data processing time by 25%.
- Led requirements reviews and performed **root cause analysis**, transforming business requirements into functional requirements, and designing business models using **UML diagrams** - Context, Use Case, Sequence, Activity diagrams in **MS Visio.**
- Performed complex data analysis for testing , supporting **ETL systems** that interact with Data Warehouse System, ensuring data integrity and quality.
- Engaged in daily **Scrum meetings** with the project team and change management team to address the requirement updates, change requests, and responsibilities.

Ravi Sahu and Associates – *Financial Analyst 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 45% 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 likegender, 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, and accuracy through centralized storage and real-time tracking.
- **E-Commerce Data Lakehouse Implementation and Analysis:** This project involved creating an end-to-end **data pipeline** using **Microsoft Fabric** to build a structured Data Lakehouse and visualized with **Power BI** to generate insights on sales and returns trends.
- **Credit Card Complaint Dashboard**: Designed an interactive **dashboard** that visualizes comprehensive credit card complaint data, highlighting total complaints, response times, trends, geographic distribution, issue categorization, and submission methods for enhanced complaint management insights.
- **Customer Sentiment Analysis:** Conducted **sentiment analysis** on women's e-commerce clothing reviews using **R** to classify customer sentiment, identify trends, predictive models and extract key themes for actionable insights.