SIMRANJEET KAUR GILL

(279)675-1299 | simranjeetkaur9340@gmail.com | Portfolio | LinkedIn

SUMMARY

Analyst with a strong foundation in Business Requirement gathering, data analysis, visualization, and Business Process. Proficient in SQL, Excel, MS Project, Tableau and Power BI to extract insights from complex data. Adept in SDLC, Agile, and waterfall Methodologies, demonstrating expertise in BRD, FRD, and RTM. Experienced in collaborating with cross-functional teams to deliver actionable insights and optimize business processes.

EDUCATION

Illinois Institute of Technology, Chicago– MS in Information Technology Management   May 2024
Barkatullah University, India - Bachelor of Commerce (Honors in Accounting & Management)   May 2021

PROFESSIONAL EXPERIENCE

Kalpataru Power Transmission Ltd- Analyst, India   August 2021 - May 2022

- Identified key trends and optimization opportunities through comprehensive data analysis, delivered insights that improved project outcomes, refined market strategies, and reduced inefficiencies by 25% across multiple initiatives.
- Created interactive dashboards and detailed reports using Tableau and Power BI to present KPIs and project progress to stakeholders, improving decision making and performance monitoring by 20%.
- Assisted in project management by analyzing data, tracking milestones, ensuring data integrity, and communicating discrepancies to relevant personnel for correction.
- Collaborated with cross-functional teams to streamline data integration, review and enhance business processes to increase the efficiency.
- Created a Market Requirement Document by conducting market research and analysis to determine customer needs in collaboration with business and engineering teams to expand the company's clientele by 35%
- Utilized SQL for data analysis, standardization of queries, and building large-scale relational datasets, enhancing data accessibility and quality.
- Participated in ERP system implementation and integration to streamline operational processes.

Ravi Sahu and Associates, India – Intern   May 2020 – August 2020

- Maintained bookkeeping for 15 clients, ensuring accurate and timely recording of transactions in general and subsidiary ledgers.
- Supported the preparation and reconciliation of financial statements, improving report precision by 25%.
- 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%.
- Assisted in financial analysis and data reporting, applying standard financial and accounting problem-solving skills to business problems.

ACADEMIC PROJECTS

Data Manipulation| Flight Reservation and Booking System   Tech Stack: SQL

- To Create a comprehensive flight reservation system that ensures high data integrity and operational functionality.
- Designed ER Diagrams, conceptual models, established database objects, and wrote SQL queries to normalize, populate data into 3NF tables. Generated test data to simulate book borrowing and fines transactions for library.

Data Visualization| HR Analytics Dashboard   Tech Stack: Tableau, Excel

- Create a Dashboard that provides comprehensive insights into workforce data, enhancing HR decision-making and operational efficiency.
- Automated the delivery of key HR metrics and reports, streamlining the reporting process and improving data accessibility for HR stakeholders.

TECHNICAL SKILLS AND CERTIFICATIONS

Languages:	R, SQL
Methodologies:	SDLC, Agile, Waterfall, Scrum
Documentation:	FRD, BRD, RTM(Requirement Traceability Matrix)
Project Management Tools:	MS Project, MS Excel, MS SharePoint, JIRA
Visualization Tools:	Tableau, Power BI
Database:	MySQL, SQL Server, Oracle
Certification:	Python-Data Structure, Business Analytics for decision making, Data Modeling with Power BI, Relational Database Implementation and Application, Project Management
Analytical skills:	Data visualization, Data extraction, V-Lookup, Pivot, Data Quality Assurance, Data Manipulation.