

# GAURAV TAWRI

## Business & Data Analyst | Automation Consultant

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## PROFESSIONAL SUMMARY

Automation and workflow specialist with 2+ years of experience streamlining manual processes using tools like Zapier, Power Automate, and custom-built platforms. Adept at building intuitive, explainable automation systems with Python and JavaScript. Currently developing a zero-setup, visual automation platform with AI-powered workflow coaching. Skilled in bridging technical development and business needs to drive operational efficiency through process optimization and digital transformation.

## WORK EXPERIENCE

### Freelance E-Commerce Automation Developer

Independent Client | July 2025

**End-to-End Website Development:** Built a full-featured e-commerce site using HTML, CSS, JavaScript, and Python tailored to client needs.

**Backend Automation & API Integration:** Implemented Google Sheets API for dynamic invoicing, automated inventory, and customer notifications.

**Process Simplification:** Designed backend logic that eliminated manual order processing, ensuring operational autonomy for the client.

**Client-Centric Delivery:** Delivered a lightweight, maintainable solution that empowered the business owner to operate without tech dependency.

### Data Analyst Intern

Elevate Labs | April 2025 - June 2025

**Data Validation & Accuracy:** Built Python scripts that improved error detection speed by 3x, significantly reducing human effort and improving accuracy.

**Dashboarding & Insights:** Created interactive Power BI dashboards that increased team reporting frequency by 30%, leading to faster operational decision-making.

**Reconciliation Automation:** Developed automated processes to flag inconsistencies in transactional data, reducing manual review time by 65%.

**KPI Standardization:** Unified performance tracking across departments, improving consistency and reducing 20% confusion in stakeholder reporting.

### Business Analyst Intern

Jindal Agro Products | May 2024 - November 2024

**Data Visualization & Reporting:** Created interactive Power BI dashboards to analyse procurement/sales & revenue trends, enabling 20% faster decision-making and reducing manual reporting time.

**Risk Mitigation & Compliance:** Spearheaded reconciliation audits that reduced vendor payment discrepancies by 5%, aligning with internal controls and audit readiness frameworks.

**Process Optimization:** Automated manual workflows for financial forecasting, improving cost estimation accuracy by 7% and saving 5-7 hours monthly for cross-functional strategy sessions.

**Cross-Functional Project Leadership:** Collaborated with IT and finance teams to ensure 99% data accuracy during ERP migration, resolving system bottlenecks and maintaining compliance with industry regulations, and enhancing overall operational efficiency.

### Insurance Assistant Intern

Accrual Intelligence Manual Group | June 2022 - July 2023

**Operational Efficiency:** Streamlined financial record-keeping processes, achieving **99% accuracy** in client data management and supporting audit readiness.

**Stakeholder Engagement:** Delivered data-driven business leads to senior leadership, improving client engagement strategies and recognized as top-performing intern, achieving a **92% performance score**.

## EDUCATION

### Bachelor of Business Administration in Marketing

RNB Global University | October 2023

## CERTIFICATIONS

- **Digital Marketing Certification** - *Google Digital Garage*
- **Microsoft Excel Advanced Certification**
- **Tata Group Data Visualisation Certification** - *Forage*
- **ERP Resource Planning Certification** - *Alison*
- **Certified Negotiation Associate (NCN-A)** - *NGstudy*

## TECHNICAL SKILLS

**Process & Workflow:** Business Process Automation (BPA), Workflow Mapping, Process Optimization, Digital Transformation, System Integration, Business Requirements Gathering

**Automation Platforms:** Zapier, n8n, Power Automate, custom visual programming solutions

**Programming:** Python, JavaScript, HTML, Tailwind, CSS, SQL, VBA, React, TypeScript, Node.js

**Data & Analytics:** Power BI, Excel (advanced), Google Sheets API, data visualization, Google Workplace

**Integration:** REST APIs, webhooks, Chrome extension development, API Integrations

**Business Systems:** Salesforce, HubSpot, Zendesk, MS Office, Google Workspace

**Collaboration:** Trello, Jira, Asana, Slack, Teams, Zoom

## KEY PROJECTS

### Visual Automation Platform | 2025 - Present

Founder & Workflow Architect

- Building an automation tool that uses puzzle-shaped nodes to make workflow creation more intuitive
- Adding AI coaching features that explain what each automation does in simple English
- Designing it to work locally without needing cloud setup or API configuration
- Including browser automation capabilities for web-based tasks
- Using Python and JavaScript with custom UI components

## OTHER PROFESSIONAL INVOLVEMENTS

### Strategic Investor – Maa Ashapura Industries | 2022 – Present

- Provide capital and strategic guidance to a defence, retail, and private-sector supplier without involvement in day-to-day operations.
- Review quarterly financial reports and key performance indicators to ensure alignment with growth objectives.
- Advise leadership on market trends, risk mitigation, and long-term expansion strategies.
- Monitor operational metrics and offer insights on improving efficiency, compliance, and profitability.