**Bhavini H. Matai**

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**Business Analyst**| **Data Specialist** | **Data Steward**

Solutions-driven Certified Scrum Master and IT professional with experience supporting business solution software interpreting and analyzing business operations. Promote optimal performance, reliability, and security across core business systems. Manage technical support operations to test and troubleshoot issues. Seeking opportunities to utilize my strong problem-solving and analytical skills to transform company practices into cost-effective solutions.

**Skills:**

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| * Data Accuracy & Modelling * TrackWise and Veeva QMS * Requirement Gathering and Analysis | * Team Management * Power BI & DAX function * Data Mining & Analytics | * Risk & Project Management * Qlik Sense & Datameer * KPI Dashboards, Reporting |

**Professional Experience**

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| **Vertex Pharmaceuticals** — Boston, MA | | Aug. 2021 – Aug. 2022 |
| **Specialist, Data Analytics** |  | |

* Supported the active management of the metrics program and Quality data analytics activities
* Supported data acquisition from all applicable systems such as Veeva QMS software and create visualizations for Quality leadership team meetings
* Identified, analyzed, and interpreted trends or patterns in complex data sets for various GxPs such as GCP, GDP, GLP, GMP and, GVP and Non-GxPs functional teams
* Built out the data and reporting infrastructure from the ground up using DAX functions in Power BI and CData connector to provide real-time insight into the quality business KPIs
* Transformed weekly manual reports through automation which boosted the output by 20%, reducing human error
* Performed ad-hoc reviews because of events, issues or areas of concern and applies discovery analytics to evaluate potential risks
* Defined KPI metrics for new projects and dashboards with details such as critical factors affecting the metrics, data source, targeted audience, stakeholders, associated procedures, supporting metrics if any
* Strong knowledge on the phases of Software Development Life Cycle (SDLC) Methodology Waterfall, V model, Agile (Agile & Scrum)
* Project included descriptive and diagnostic analysis of the quality data associated with Audits, Deviations and Change Controls workflows
* Generated dashboard to track whether Audits or Quality Events were initiated on time or completed on time showing the trend over the months and quarters which helps in completing a record on time and maintain a quality data in QMS system
* Worked closely with Study team to build a dashboard which tracks the products and their phases that were affected in the Audits or Quality Events

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| **Takeda Pharmaceuticals** — Lexington, MA | | Nov. 2019 – Aug. 2021 |
| **Data Analyst II** |  | |

* Provided SME support to R&D departmental team/individuals on how to input R&D data associated with audit, inspections, and deviations workflows into Trackwise and QAAD QMS system
* Researched and conducted data queries to answer questions for audits, inspections, and/or deviations and prepare data reports as requested
* Built data dashboards for R&D leadership team queries at the end of every quarter using visualization tools such as Datameer and Qlik Sense
* Project includes creating and maintaining Training Compliance metrics which assist managers with keeping track of training assigned to the team, types of training, and ensuring timely completion which will lead to an increase in skilled staff and productivity
* Created a dashboard to predict CAPA’s workload and if CAPA’s were completed on time; reducing the number of overdue CAPA’s while helping end-users to distribute their workload equally in a month
* Worked on planning, requirement gathering and migration of records from QAAD QMS system to TrackWise
* Identified procedural areas of improvement through customer data, using visualization tool to help improve the profitability of a quality data retention program

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| **Wasabi Technologies** — Boston, MA | | Jun. 2019 - Aug. 2019 |
| **Financial Analyst** |  | |

* Managed automated system such as HubSpot CRM in support of managing sales and potential prospects
* Developed CRM workflows, SQL queries, weekly reports, and KPI dashboards
* Used MS Excel for data manipulation and data cleaning, pivot table, V-Lookups for summarizing the data
* Operated Tableau for data visualization and forecasting
* Mapped the areas where sales were high and the areas that were potential target
* Providing senior management with highly accurate and timely sales forecasting
* Implemented cross-functional reporting to guide the Product Marketing roadmap planning process and assist Professional Services
* Coordinated opportunity valuing with the Finance group. Managed commission plan modeling and calculation
* Transformed customer and prospect data into highly usable Marketing databases
* Attend and assist with Quarterly Business Reviews Summarize business case and margin analysis for Sales Management
* Key Results: Increased profitability/revenue by 8% and increased sales by 25%

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| **Project**: Boston Crime Incidents | Sep. 2018 - Oct. 2018 |
| **Language of Implementation:** R Programming & Tableau |  |

* Assembled crime rates data for forecasting
* Applied Linear & Multiple Regression and Correlation Matrix to analyze the dependence between multiple variables, applied time series models such as Linear trend, Seasonal trend, Exponential Smoothing, ARIMA & Auto ARIMA and Random Forest
* Key Results: The result generated from ARIMA was more accurate compared to other models

**Education**

**Northeastern University** — Boston, MA ● **Master of Professional Studies in Informatics**, Sep. 2017 – May 2019

Concentration: **Analytics**, GPA: **3.6/4.0**

**Relevant Coursework**: Information Security Risk Management, Information Technology Project Management, Database Management System, IT Strategy and Governance, Introduction to Analytics, Probability Theory and Introduction to Statistics, Predictive Analytics, Data Mining Applications, Communication Visualization

**Gujarat Technological University** — Gujarat, IN ● **Bachelor of Engineering in Computer Engineering**, Aug. 2012 - May 2016

GPA: **3.5/4.0**

Scrum Alliance, CSM Certified Scrum Master

Tableau Essential Training, LinkedIn Learning

Lean Six Sigma Yellow Belt, Takeda Pharmaceuticals

Fundamentals of Jira, LinkedIn Learning

SQL - MySQL for Data Analytics and Business Intelligence, Udemy

**Technology Summary**

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| **Technical Skills:** | Tableau, HTML, CSS, Microsoft Excel, Datameer, Qlik Sense, Power BI |
| **Development Environments:** | Eclipse IDE, Microsoft Visual, R Studio, Microsoft Office, Microsoft Visio, Jira |
| **Database:** | Windows, Mac OS X, Microsoft Access, SQL Server, My SQL, QAAD, Trackwise, Veeva, Hubspot |
| **Frameworks and Processes:** | Software Development Life Cycle (SDLC), R Programming, Business Planning, Test Case scenarios, Predictive Modeling, Analytical Skills, Python, Gap Analysis, Data Modeling, Normalization, Documentation, and Implementation, BRD, Waterfall, Agile, SaaS, ETL, Data Analysis, Pivot Table, DAX Functions |