**PATIL TEJASWINI VILAS**

**Permanent Address**:- Flat 403,shanti Niwas, block c,Kondapur,Telangana, hyd-500084

**Email:** patiltejaswini3121@gmail.com

**Phone: (M)** +91 8975364271

**Title**: Data Analyst

**Languages**: Marathi (Native), English (fluent), Hindi (Fluent),

**Experience Summary**

To work in a challenging and dynamic environment, and keep adding values to my organization, while concurrently upgrading my skills and knowledge.

**KEY SKILLS:**

**Functional**: Project Management, Team Building, Strategic/Tactical Planning, Excellent Communication and Interpretation skills.

**Technical**:Excel, Powerpoint,Power BI, MS Office365, SQL.

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**Experience**

**Type of Industry**: SMAAS Operations

**Company**: Capgemini

**Project Description**:

**Role/Title**: Data Analyst

**Project Duration**: 24th January 2020 to till date

**Responsibilities**:

* Collaborating with business stakeholders to identify and understand business needs and requirement.
* Conduct research and analysis of business processes, systems, and data to identify areas for improvement.
* Strong communication and collaboration skills, with the ability to work effectively with cross-functional teams and stakeholders
* Coordinating with the data team to ensure that data is available in the required format ready to be consumed by user.
* Attending meeting with client to know their actual requirement, to provide useful report.
* Analysing all business KPIs on regular basis and give inputs aiding business decisions.
* Monitoring deliverables and ensuring timely completion of projects.
* Create smart dashboards for management to view in a glance.
* Knowledge about View, trigger, joins, stored procedure, primary key, foreign keys, group by.
* Ability to write complex sql queries for reporting purpose.
* Ability to detect and troubleshoot SQL Server related issues.
* Scheduling job’s, inserting user related data, App report’s.
* Knowledge of high availability SQL Server solutions, Log-shipping, Mirroring.

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**Type of Industry**: IT service management company

**Company**: Allied digital ltd.

**Project Description**: Working as RMS Engineer (Database Engineer), helping out client with database queries.

**Role/Title**: Database Engineer.

**Project Duration**: 1.2 years

**Responsibilities**:

* Handled various SQL server environments & troubleshooting performance issues in production environments.
* Fire the SQL Database Queries according to the Requirement
* Responsible for the automation of regular database maintenance task such as database backup, database integrity, Expertise in creating, scheduling, monitoring and managing database, maintenance jobs and Alerts

**Software / Languages**: Sql

Special Tools: Sql server Management studio(SSMS).

**Type of Industry** : Information technology company

**Company**: WIPRO Ltd.

**Project Description**: Microsoft Office365 support.

**Role/Title**: Technical support

**Project Duration**: 1year 8 months

**Responsibilities**:

**Exchange server** :-

* Different Licenses and features offered in them.
* Different types of recipients(Mailboxes, Groups,Resources,Shared,Contact)
* Configuring Outlook profile and dealing issue with configuring profile.(Auto Discover test using exrca.com)
* Dealing with various Outlook issue (SARA tool, MFCMAPI tool)
* Different Permissions (User and admin roles)
* Adding, verifying domain. (Updating required DNS records)
* Creating and deleting sites. (Save site as template)
* Sharing of files and folder based on requirements. (View, Download, Edit)
* Working on PowerShell

**Special Tool**: Rave

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**Special Tools**: Service Now, Cisco Jabber, Finesse, Infrastructure management toolkit.

**Training, Certifications & Affiliations:** CCNA course completed, MCSA.

**Higher Education**

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| --- | --- | --- | --- |
| **EXAMINATON** | **BOARD/UNIVERSITY** | **YEAR OF PASSING** | **PERCENTAGE/GRADE** |
| Bachelor of Engineering (E&TC) | University of Pune | 2016 | 69.80 |
| HSC | Maharashtra State Board | 2012 | 65.17 |
| SSC | Maharashtra State Board | 2010 | 86 |

**HOBBIES:**

* Travelling
* Listening to music
* Creating best out of waste.

**PERSONAL INFORMATION**

* **Gender**: Female
* **Marital Status**: Married
* **Date of birth**: 16th May 1994
* **Languages known**: English, Hindi, Marathi.

I hereby declare that the above information is true to the best of my knowledge and belief.

Date: (Tejaswini Patil**)**