

HARDIK GEDIYA

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Skills

Business Intelligence & Reporting: Advanced Excel (PivotTables, VLOOKUP, Macros), automated dashboard creation, data integrity management, KPI tracking, and reporting optimization.

Data Analysis & Insights: SQL for data querying, basic ETL understanding, data validation, and use of structured datasets for business decision-making.

Project & Stakeholder Management: Cross-functional collaboration, requirement elicitation, Agile (Scrum) practices, sprint planning, and stakeholder communication.

Process Improvement: Process mapping, AS-IS/TO-BE modeling, GAP analysis, and workflow optimization to drive cost and time savings.

Soft Skills: Critical thinking, time management, cross-team coordination, root cause analysis, and effective communication.

Tools & Platforms: Excel, PostgreSQL, Jira, Trello, Confluence, Lucid chart, MS Project.

WORK EXPERIENCE

Business Analyst

Jun 2021 – Apr 2023

Concord Biotech unit-3

India

- Collaborated with business management and stakeholder to define business requirements, document functional specifications, and process optimization solution aligned with project objectives.
- Conducted requirement elicitation & gathering through meetings and interviews, capturing functional and non-functional requirement for BI and process improvement.
- Utilized SQL, Python(pandas), and excel to clean, process, and analyze large dataset, ensuring accurate financial and operational reporting for internal teams.
- Attended Joint Application Development (JAD) sessions, created questionnaires, performed document analysis, and consulted stakeholders, improve accuracy and stakeholder engagement by 20%.
- Actively attended kick-off meetings with project managers, project coordinators and team leaders, ensuring 95% alignment in initial project goals.
- Worked with operational analyst and supply chain analyst to develop supply chain strategies within ERP SAP, resulting in a 15% reduction in operational cost through optimizing process.
- Created AS-IS and TO-BE documentation based on data mapping and data migration activities, ensuring seamless transaction between current and future project.

Business Analyst Intern

Dec 2020 – Jun 2021

concord Biotech Unit-3

India

- Supported the creation of project progress reports and dashboards, enabling senior manager to track performance and make data-driven decisions.
- Participated in market analysis and competitive analysis, leveraging insights to support strategic planning and SWOT analysis.
- Assisted in developing wireframes and process models using Lucid chart ensuring clear communication of design concepts to stakeholders.
- Participate in agile methodology seminars, sprint planning meetings, managing backlogs, and prioritizing tasks according to methods to meet project deadlines within budget.
- Drafted Business requirement documents in confluence, collaborating with different teams and stakeholders to ensure alignment with business objectives.
- Build Excel dashboards using VLOOKUP, Pivot tables, and Macros to track project timeline, production KPIs, procurement timeline and vendor performance.

EDUCATION

MBA in IT Project management

Jun 2025

Westcliff University, Irvine, CA

Course work: Project management, strategic planning and scheduling, business analysis, leadership

MS in chemistry

Aug 2020

Sardar Patel University, Gujarat, India

Course work: Process design and modeling, production planning and manufacturing process

ACADEMIC PROJECTS

Fingerprint-based voting system

Oct 2024 – Dec 2024

Westcliff university

- Researched and developed an innovative fingerprint-based voting system plan to increase the security and efficiency of voting process.
- Led design and scheduling of a secure biometric e-voting prototype using SDLC principles and risk mitigation techniques.
- Developed WBS, RACI matrix, and Gantt charts to manage timelines and accountability, completing the project 10% ahead of schedule.
- Applied stakeholder feedback loops and slack/buffer analysis to ensure contingency coverage and timeline adherence.
- Applied slack/time buffer analysis to manage task flexibility and reduce the risk of project delays.

Tools used: MS Project, Excel, JIRA, Confluence, Lucid chart.