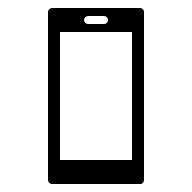
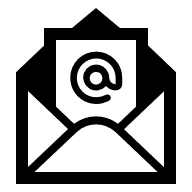
**Hetal Ganatra**

**Sugar Land, TX 77479(312) 342-2545  hetal.ganatra@gmail.com**

**SYNOPSIS**

* Aspiring Business Analyst with strong foundation in requirements gathering, process analysis, and documentation.
* Proficient in Excel, Word, PowerPoint, with hands-on knowledge of ERP systems, SQL basics, and project management tools.
* Skilled in developing use cases, user stories, and workflow diagrams, and familiar with both Agile (Scrum) and Waterfall methodologies. Proficient in tools including JIRA for Agile project tracking, Visio for process mapping, and Axure RP for wireframing and prototyping.
* Knowledgeable in Agile methodologies (Scrum) with ability to work effectively in iterative development environments.
* Adept at data analysis, visualization, and reporting to provide actionable insights for decision-making.
* Foundational understanding of Tableau for data visualization and dashboard creation to support reporting and insights.
* Strong communicator and problem-solver with adaptability and attention to detail.

**EDUCATION / CERTIFICATION**

**Master of Business Administration, Lamar University December 2025 (Expected)**

**Major – Management Information System**

**Business Analyst Certificate September 2025**

[**https://www.udemy.com/certificate/UC-a6179fdb-cdae-4cf2-a6ec-a3d6010152f0/**](https://www.udemy.com/certificate/UC-a6179fdb-cdae-4cf2-a6ec-a3d6010152f0/)

**Excel Data Analysis Certificate Aug 2022**

[**https://www.udemy.com/certificate/UC-d86ae5af-24b3-4e78-b72d-5fdb6172d8d3/**](https://www.udemy.com/certificate/UC-d86ae5af-24b3-4e78-b72d-5fdb6172d8d3/)

**Master of Science, Bhavnagar University (INDIA) June 2005**

**Bachelor of Science, Saurashtra University (INDIA) June 2003**

**MBA Project Work**

Heart Disease Mortality Rate Analysis using Tableau

* Analyzed a large dataset from the CDC website and tested hypotheses to identify primary factors contributing to higher heart disease (Race/Ethnicity, Gender, Age, Lifestyle, Geographies, etc.)
* Summarized findings in visually interactive dashboards illustrating primary factors responsible for death, and their correlation.
* Prepared and presented a detailed report containing various visualizations and statistical tests used for the analysis.

ACH Payment Integration Project in Primavera P6

* Created Organizational Breakdown Structure (OBS), Enterprise Breakdown Structure (EPS) and 4 level Work Breakdown Structure (WBS) in Primavera P6.
* Managed roles and resources to accurately track project process, labor cost and hours.
* Created baseline for comparison to the current project.
* Created calendar to define available workday and work hours in a day.
* Created and printed reports, activity table and Gantt chart to inform stakeholders of schedule progress.

Statistical Data analysis and visualization in SAS

* Analyzed COVID-19 dataset including global case statics over a period of 18 months to identify trends, anomalies and patterns.
* Prepared cluster analysis and decision tree analysis to demonstrate how the infection rate varied among different geographies and age groups.

**Core Business Analysis Skills**

* Requirements Gathering & Documentation
* Use Cases & User Stories
* Business Process Modeling & Workflow Diagrams
* Functional & Non-Functional Requirements
* Agile & Waterfall Methodologies

**Tools & Techniques**

* Microsoft Office Suite (Excel, Word, PowerPoint)
* Visio (Process Mapping, Flowcharts)
* Axure RP (Wireframing, Prototyping)
* JIRA (Agile Project Tracking)
* Tableau (Foundational Understanding – Data Visualization & Dashboards)
* SQL (Basic Queries & Data Extraction)
* Documentation (BRD, FRD, SRS)