Divya R Sawant

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EXPERIENCE:

Business Analyst & Data Analyst
Webito Infotech – Surat, India   Mar 2024 to Present

- Developed and maintained comprehensive project documentation, including Business Requirement Documents (BRD) and Functional Requirement Documents (FRD), ensuring clear communication and understanding.
- Conducted in-depth requirements gathering sessions with stakeholders to define project objectives and deliverables.
- Created detailed project proposals and quotations, providing accurate timelines and resource estimates for successful project delivery.
- Utilized data analysis techniques, including data cleaning, preprocessing, processing, modeling, and transformation, to ensure high-quality insights and reports.
- Leveraged Power BI to create dynamic dashboards and interactive visualizations, including charts, filtering, and sorting, empowering decision-making for senior management.
- Worked on Excel for advanced functions, formulas, pivot tables, and dashboard creation to streamline data interpretation.
- Used SQL for querying databases and optimizing data retrieval processes, contributing to data structure and warehousing.
- Applied Python for ad-hoc data analysis tasks and developed scripts for automation and insights extraction.
- Created and analyzed sample datasets using ChatGPT to simulate real-world scenarios and enhance data quality.
- Designed and implemented solutions using Microsoft Power Apps, automating workflows and creating custom applications to address specific business needs.
- Streamlined business processes and established clear roles and responsibilities, improving overall project efficiency.
- Worked within both Agile and Waterfall methodologies to deliver projects effectively.

Web Development Intern | PHP, MySQL
Brackets Infinity Pvt. Ltd.   Jan 2023 - Jul 2023

- Developed and implemented responsive front-end interfaces using HTML, CSS, and JavaScript, ensuring seamless user experiences across devices, leading to a 30% increase in user engagement.
- Utilized PHP for backend functionalities, enhancing data management and user authentication, resulting in a 20% increase in site security.
- Applied SQL for efficient backend database management, achieving a 30% improvement in query optimization.
- Contributed to brainstorming sessions, demonstrating problem-solving abilities and adaptability in resolving technical challenges.

APAC (Australia) IT Recruiter | Communication, Requirement Analysis & Negotiation
Silverlink Technologies Pvt. Ltd.   Nov 2020 - Jul 2021

- Conducted requirement analysis to identify key skills and effectively communicated with candidates to explain roles and facilitate salary negotiations.

EDUCATION:

- **Master of Computer Application (MCA)**
  Thakur Institute of Management Studies Career Development & Research (TIMSCDR) | Mumbai University | Dec 2021 - Jun 2023

PERSONAL PROJECTS:

Amazon Rating Analysis | Excel, MySQL, Tableau

- Performed data acquisition, cleaning, and integration, applying aggregation and filtering techniques to analyze viewer review ratings.

- Visualized results using Tableau, improving data accuracy by 15% and identifying patterns with 20% greater precision.

Sales Insights | Excel, MySQL, Power BI

- Conducted data acquisition, cleaning, and integration while applying aggregation, filtering, and DAX calculations for customized analysis.

- Performed time series analysis and created interactive Power BI dashboards, enhancing sales performance and driving revenue growth.

CERTIFICATIONS:

- Google Data Analytics Specialization (Google)

- SQL Basic (HackerRank)

- Databases and SQL for Data Science with Python (IBM)

- Data Modeling in Power BI (Microsoft)

TOOLS & TECHNOLOGIES:

- **Data Analysis & Visualization:** Power BI, Tableau, Excel (Advanced Functions, Pivot Tables, Dashboards)

- **Database Management:** SQL, MySQL

- **Programming Languages:** Python, PHP, HTML, CSS, JavaScript

- **Application Development:** Microsoft Power Apps

- **Methodologies:** Agile, Waterfall

- **Other Tools:** JIRA, Microsoft Office Suite, ChatGPT for data simulation