

Divya R Sawant

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EXPERIENCE:

Business Analyst

Webito Infotech – Surat, India

Mar 2024 to Present

- Developed Power BI and Tableau dashboards for visualization.
- Utilized data visualization (Power BI / Tableau) tools to create comprehensive reports and dashboards, enabling senior management to make informed, data-driven decisions and improve overall business performance.
- Streamlined business processes, creating clear roles and responsibilities for all team members to enhance project efficiency.
- Developed and maintained comprehensive project documentation, including Business Requirement Documents (BRD) and Functional Requirement Documents (FRD), ensuring clear communication and understanding.
- Created detailed project proposals and quotations, providing accurate timelines and resource estimates for successful project delivery.
- Conducted in-depth requirements gathering sessions, working with stakeholders to define project objectives and deliverables.
- Worked with both Agile and Waterfall methodologies
- Organized and led events, presentations, and team meetings to ensure effective communication and collaboration.
- Utilized tools such as Keka and draw.io to create diagrams, process flows, and project portfolios, detailing features and functionalities of various products and projects.

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, resulting in a 30% increase in user engagement.
- Utilized **PHP** for backend functionalities, facilitating seamless data management and user authentication, achieving a 20% increase in site security.
- Applied **SQL** for backend database management, ensuring efficient data retrieval and storage, resulting in a 30% increase in query optimization and contributed to brainstorming sessions, demonstrating innovative **problem-solving** abilities and adaptability in resolving technical challenges.

APAC (Australia) IT Recruiter | Communication, Requirement Analysis & gathering, Negotiation

Silverlink Technologies Pvt. Ltd.

Nov 2020 - Jul 2021

- Conducted comprehensive requirement gathering, meticulously **analyzing** job specifications to identify and extract key skills and experience criteria essential for successful candidate sourcing and selection.
- Utilized effective **communication** skills to engage with potential candidates, explaining job roles, facilitated salary **negotiations** between candidates and hiring managers, ensuring mutual agreement.

EDUCATION:

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

PROJECTS:

[Amazon Rating Analysis](#) | Excel, MySQL, Tableau

- Performed data acquisition and **cleaning**(cleansing/ Wrangling), dataset integration, and applied aggregation and filtering techniques based on specific **conditions**.
- **Analyzed** and **visualized** the distribution of viewer review ratings, achieving a 15% improvement in data accuracy and a 20% enhancement in identifying patterns related to Visuals.

[Sales Insights](#) | Excel, MySQL, Power BI

- Conducted data acquisition, **cleaning** (cleansing/wrangling), and integration of datasets, applied aggregation and filtering techniques based on conditions to enhance data quality and analysis.

- Insights derived from data-driven strategies, Utilized **DAX** for customized calculations, enhancing sales performance and driving revenue growth through improved visibility and streamlined processes.
- Applied data analysis techniques, particularly in **time series analysis**, to provide valuable **insights**, precise **sales forecasting**, and creation of interactive **dashboards**, contributing significantly to business success.

CERTIFICATIONS:

- Google Data Analytics Specialization (Google)
- SQL Basic (HackerRank)
- Databases and SQL for Data Science with Python (IBM)
- Data Modeling in Power BI (Microsoft)