

# Divya R. Sawant

Business Analyst

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## SUMMARY:

A Business Analyst with over 2 years of experience in IT and consulting, specializing in requirement gathering, stakeholder management, data visualization, and end-to-end project execution. Proven ability to manage projects independently, lead pre-sales initiatives, and drive staff augmentation processes. Skilled in Power BI, SQL, Agile, and Waterfall methodologies, with a strong foundation in documentation (BRD, FRD), process improvement, and team collaboration. Adept at aligning business goals with technical solutions to deliver high-impact results.

## EXPERIENCE:

### Business Analyst

#### Webito Infotech: Surat, India

Mar 2024 to Present

- Led end-to-end management of client projects, independently handling responsibilities typically assigned to a Project Manager (PM), ensuring timely delivery and stakeholder satisfaction.
- Spearheaded pre-sales initiatives, delivered impactful presentations on company offerings, project capabilities, and case studies, while actively engaging in client introduction meetings with prompt follow-ups.
- Played a key role in the staff augmentation process, analyzed staffing needs, identified and screened candidates, scheduled interviews, updated resumes, managed bench resource data, and maintained communication with candidates and employees.
- Gathered and documented business and functional requirements (BRD, FRD), and prepared project proposals and quotations with accurate estimations.
- Created interactive dashboards and reports using Power BI and other visualization tools to support data-driven decisions by senior management.
- Analyzed KPIs and business metrics to identify operational gaps, driving continuous improvement initiatives.
- Conducted interviews and mock sessions for Business Analyst and Data Analyst roles, enhancing recruitment quality and internal readiness.
- Collaborated with cross-functional teams to ensure alignment on project goals, timelines, and deliverables, contributing to the successful execution of projects under both Agile and Waterfall methodologies.
- Coordinated campus placement drives (e.g., Adani University) and collaborated with HR on internal engagement, communication, and team-building activities, provided training for interns of Business analyst, Python roles

### Web Development Intern | PHP, MySQL

#### Brackets Infinity Pvt. Ltd. : Mumbai, India

Jan 2023 - Jul 2023

- Developed responsive web interfaces using HTML, CSS, JavaScript, and built secure backend features with PHP, including government website project.
- Managed databases with SQL, optimizing query performance, and contributed to brainstorming sessions, showcasing strong problem-solving and technical adaptability.

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

#### Silverlink Technologies Pvt. Ltd. : Mumbai, India

Nov 2020 - Jul 2021

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

## **EDUCATION:**

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

## **CERTIFICATIONS:**

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