Divya R Sawant

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# EXPERIENCE:

# **Business 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.
* 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.
* 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.
* Worked with both Agile and Waterfall methodologies
* Streamlined business processes, creating clear roles and responsibilities for all team members to enhance project efficiency.
* 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](https://public.tableau.com/views/Amazonratings/Dashboard1?%3Alanguage=en-GB&%3Adisplay_count=n&%3Aorigin=viz_share_link) | 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](https://github.com/DivyaRsawant/Store-Sales-Insight-Dashboard-and-forecasting.git) | 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)