

Kamna Surjani

2021 S Granada Dr Apt 8, Tempe, AZ - 85282 | (623) 277-9935 | ksurjani@asu.edu | [Linkedin](#)

OBJECTIVE

Passionate technology professional with 5 years of experience in requirement gathering, business analysis and reporting solutions. Seeking an Analyst role to leverage my skills in process optimization, and stakeholder collaboration to drive business performance.

EDUCATION

W. P. Carey School of Business at Arizona State University

August 2023 - July 2024

Master of Science – Information Systems Management

GPA : 4.0/4.0

Relevant Coursework: Data Mining, Big Data Analytics, Business Data Visualization, Business Intelligence, AI in Business, Information Management, Cloud Architecture, Cloud Deployment and Management, Strategic Value of IT, Project Management

Gujarat Technological University

June 2014 - June 2018

Bachelor of Engineering, Computer Engineering

GPA : 7.34/10

PROFESSIONAL EXPERIENCE

HR Office Assistant/HR Process Assistant - Education Outreach and Student Services, ASU

October 2023 - June 2024

- Implemented a standardized onboarding process and developed a flexible training plan for new student staff, resulting in a 25% increase in efficiency and engagement.
- Compiled comprehensive policies, completed 100% document filing, and established a tracker, boosting efficiency by 25%.

Business Analyst - Corpository – A Yubi Company

January 2022 - February 2023

- Acted as the liaison between external and internal project stakeholders, defining use cases and scenarios, creating documents, prototyping user experience design, creating product roadmap to enhance project deliverables by 40% across 20+ projects.
- Worked on workflow analysis using prototypes, charts and diagrams, ensuring software development life cycle (SDLC) alignment and product strategy, resulting in a 50% increase in product vision and reducing completion time by 25%.
- Led cross-functional collaboration, providing product knowledge to the internal teams, improving project understanding and efficiency by 90% and reducing rework by 30%.
- Streamlined processes, negotiated sprint goals and helped in product launch, cutting delivery time by 20% and improving on-time rates by 35% resulting in savings of approximately \$0.5M annually.

Business Analyst - AlmaShines Technologies Pvt.Ltd

July 2018 - December 2022

- Gathered and prioritized business requirements through workshops, created user guides and functional and non-functional requirement specifications of the current and future state of the system, tracked 50+ technical issues, engaged stakeholders for 30+ feature enhancements and issue resolutions, and ensured product functionality through user acceptance testing (UAT).
- Analyzed data for data mining from some key business insights, delivered 20+ actionable reports to senior management, met 90% of key performance indicators, ensured stakeholder satisfaction through 15+ review meetings
- Successfully led the "ATOM" project in FY 2021-2022, expanding reach to 50+ NIRF ranked institutes, and onboarding prestigious clients. Achieved a 50% monthly increase in conversion rates and generated about \$1M in annual revenue

ACADEMIC PROJECT EXPERIENCE

Business Data Visualization Project - A Comprehensive Data Visualization of Airbnb's Market

October 2023 - December 2023

- Utilized Tableau to visualize NYC's Airbnb extracted data, uncovering insights on peak booking times and popular neighborhoods, leading to a potential increase in occupancy rates.
- Designed interactive dashboards to highlight pricing trends across different accommodation types, enabling stakeholders to make data-driven decisions.

Machine Learning for Business Professionals Project - Credit Card Default Prediction Analysis

Jan 2024 - March 2024

- Developed and implemented a supervised machine learning algorithm using Python and data manipulation to predict credit card defaults, achieving 85% accuracy on a dataset of 30,000 accounts from BestCard.
- Enhanced risk management by identifying high-risk accounts, reducing default rates by approximately 20%, and saving the company \$1.5M in potential losses.

SKILLS & CERTIFICATIONS

- **Core Skills:** Leadership, Business Intelligence, Client Relations, Negotiation, Data Visualization, Teamwork, Conflict resolution
- **Technical Skills:** Tableau, Azure, Machine Learning, Agile/Scrum, StarUML, Power BI, Trello, Peoplesoft, Lucidchart, Figma, C, C++, Java, HTML, Python (Pandas, Numpy, Matplotlib, Seaborn, Sklearn), SQL, AWS, Requirements Definition and Management
- **Project Management:** MS Office Suite, Asana, Jira, Project Charter, User Stories, Product Backlog, Sprint Planning, Risk Register
- **Certifications:** Python Basics for Data Science by edX, Cloud Architecture by AWS, Lean Six Sigma Foundations