

BUSINESS ANALYST

Executive Summary

Detail-oriented, analytical, flexible and versatile Business Analyst having management skills and specializing in developing innovative solutions to organizational problems. Delivers projects and services on time. Excels at cultivating, managing and leveraging client relationships. Good at taking initiatives.

Professional Experience

07/2014 to 01/2015

Business Analyst Marsh & McLennan Companies, Inc. 1/4 Somerset , NJ

- Mapping out the client and company initial requirements and the scope of the undertaken project
- Consulting with functional unit management and personnel to identify, define and document business needs and objectives.
- Understanding the business change needs, assessing the impact of those changes
- Finding feasible options to process the change through data analysis
- Documenting and communicating the process of change and the contents
- Doing things out of the way using communication training delivery as a method to improve business communication between employees and client and quantitatively analyzing the effect

08/2010 to 09/2011

Lecturer University Of Wisconsin System 1/4 Milwaukee , WI

- Taught Electrical Engineering subjects to diverse classes of 60 students each.

Core Competencies

- Microsoft Excel , Word, Power point, Outlook
- Working Knowledge of SQL
- Working Knowledge of Python.
- Google Documents
- Working knowledge of SPSS (Statistical Package for Social Sciences)

KEY SKILLS

- Having a good logical & reasoning ability and numerical aptitude
- Ability to assume responsibility and perform with little or no supervision
- Good communication skills and team approach
- Good judgment, initiative, commitment and resourcefulness
- Decision making ability and leadership skills
- Active listener and creative person

Education

2014

MBA : Information Technology & Human Resource Management Delhi School of Management, DTU (Formerly DCE) 1/4 City , State , India

- Master of Business Administration (IT & HR) : **8.28 / 10**

2010

Bachelor of Technology (B.Tech) : Electrical & Electronics Engineering United College of Engineering & Research, GBTU (Formerly UPTU) 1/4 City , State , India

- B.Tech (Electrical & Electronics Engineering) : **65.72%**

2006

Indian School Certificate : PCM St. Mary's Convent Inter College 1/4 City , State , India

- Indian School Certificate Examination (12th Board) : **75.5%**

2004

Indian Certificate of Secondary Education (ICSE) St. Mary's Convent Inter College 1/4 City , State , India

- Indian Certificate of Secondary Education (10th Board) : **80%**

Accomplishments

- Overall ranked 2nd in Batch of MBA at DSM-DTU 2012-14
- Participated and got consolation prizes in various B-Plan competitions at DSM-DTU 2012-13
- Scored 90.42 percentile (98.90 in VA & LA) in Common Aptitude Test (CAT) 2011-12
- Secured All India 321 Rank in the National General Knowledge Olympiad Contest held in 2003

Affiliations

- Summer Internship titled “Comparative Analysis and Evaluation of Training Methods Adopted by State Bank of India, Bank of India and Oriental Bank of Commerce” done at **State Bank Learning Centre** , Noida during June 3rd – August 2nd, 2013
- Project titled “The Alternatives to Switch Gear Protection Schemes” at **National Thermal Power Corporation of India Ltd., Faridabad Gas Power Station** during 12th June -10th July 2009
- Project titled “Coil Winding Process & its Alternatives for Improvement” at **ALSTOM Grid Ltd.** , Allahabad during 01st July-31st July 2008

Publications

“A Comparative Study of Impact of Service Quality on Patients' Satisfaction in Public and Private Sector Hospitals in Delhi” accepted for publication and presentation at “Evolution in Science and Technology and Ene on Educational Methodologies (ESTEEM-2013)” an International Conference in Hisar held on 03 – 04 March 2013

Dissertation

Major- “Impact of HRIS (Human Resource Information Systems) on the Employees' satisfaction level in the Manufacturing Industry of India”, that were seen to occur in a Public (**Gas Authority of India LTD. i.e, GAIL**, Noida) and a Private manufacturing unit(name not disclosed) in India.

Minor - Paper based on secondary research titled “Cross Cultural Global Human Resource Management: A Comparative Study of HRM practices in India with other major countries across the World”.

Memberships

- **Placement Committee Member** of MBA Batch 2012-14 at DSM, DTU.
- **Coordinator** of Cultural Club-'Sanskriti' at DSM, MBA Batch 2012-14
- **President** of the DTU's Girl's Hostel for period 2012-14
- **Cultural Coordinator** during B.Tech during 2008-10
- **Class Representative** of B.Tech Batch during 2006-10
- **Member** of the Literary Council for a period of two years during 2004-06

Extra-Curricular Activities

- Won 'Miss Fashionista' title at MBA Farewell 2014
- Trained professionally in Vocal Music & Kathak Dance ('Prabhakar' a Bachelor's degree of 6 yrs) from Prayag Sangit Samiti, Allahabad
- Won first prize for various solo singing events at inter & intra college levels at IIT's, NIT's and DTU

Personal Interests

Hobbies : Visiting new places, singing, sketching, learning new things, teaching

Areas of Interest : Data Analytics, Market Research, Business Analysis, Procurement Planning, Training and Development

Languages

English, Hindi and German (Elementary proficiency only)