

PASMINA SANGANI

Lake Hiawatha, NJ 07034 | 732-986-7790 | pasmi23@gmail.com
<https://github.com/pasmi369/> | <https://www.linkedin.com/in/pasmina-sangani-79308125/>

SUMMARY

Data effective communicator who can easily interface with clients. Proven ability to work in a fast-paced, dynamic environment, collaboratively and under critical deadlines. Self-starter with strong project management skills and the ability to handle multiple tasks simultaneously.

TECHNICAL SKILLS

Languages: Python, SQL, VBA, JavaScript

Data Visualization: Tableau, D3.js, Plot.ly, Leaflet.js, Matplotlib, Seaborn

SQL: PostgreSQL, MongoDB

Python: Pandas, NumPY, SciPy, SQLAlchemy, VisualCode, Jupyter Notebook

Amazon Web Services (AWS): Hadoop, PySpark, S3

Excel: VBA, Macros, Pivot Tables/Charts, Index/Match VLOOKUP

PROFESSIONAL EXPERIENCE

Compliance Analyst

3/2019 - 8/2020

Business Credentialing Services; Parsippany, NJ

Ensured that all policies and procedures were implemented, well documented and developed risk management strategies to avoid non-compliance. Analyzed and collected all pertinent information needed to assess the risk to meet proper company and federal guidelines. Ensured that digital document extraction was imported properly into the BCS database. Communicated deficiencies and drafted recommendations to improve policies, procedures and efficiencies. Cleaned and transform data to be workable with Excel Spreadsheet. Export data in csv to generate monthly and quarterly reports.

Compliance Analyst / Project Coordinator

2/2016 - 2/2019

Solix, Inc.; Parsippany, NJ

Reviewed, evaluated, and audited the eligibility and compliance of grantees participating or seeking to participate in a grant or support program to avoid all instances of possible waste, fraud, and abuse. Reviewed and examined supporting documentation of applications in accordance with the established procedures and program rules. Ensured document eligibility decisions using standard and defined operating guidelines with basic mathematical calculations and research. Identified gaps or inconsistencies and escalated findings to the EPC Procedures team or Services team as necessary. Used MS Project and create Gantt Chart in Excel to developed and managed timelines for all applications reviewed.

Medical Communications Coordinator

Actavis, Inc.; Parsippany, NJ

08/ 2014 – 01/2015

Communicated with patients over the phone with providing appropriate customer service regarding their inquiry or complaints on Actavis products. Followed current policies and procedures to ensure compliance with all US regulations relating to inquiry/complaint submission. Diligently documented all the calls/questions asked in the IRMS software prepared and maintained spreadsheets using excel to ensure accuracy and efficiency from the initial intake process till the final closure of the inquiry or the complaint. Responsible for providing training and orientation to new employees related to inquiry and complaints process.

Office Manager

Quigley Associates, Inc.; Parsippany, NJ

10/2012–03/2013

Managed daily functions of the payroll department including auditing, reconciliation, processing and distribution of payroll.

Account Manager

Jodhpuri, Inc.; Parsippany, NJ

01/2012 – 07/2012

Maintained customer relationships and be the liaison to ensure the client is getting all information on a timely basis. Responsible to manage portfolio, proofread and edited documents for multiple clients. Followed up with the supply chain

from inception of product development to the shipment of the order Created business presentations in PowerPoint for new clients and researched market trends online.

Financial Analysis and Reporting

Quigley Associates, Inc.; Parsippany, NJ

08/2008 – 12/2011

Managed daily functions of the payroll department including the auditing, reconciliation, processing and distribution of payroll using QuickBooks software. Prepared and maintained financial models and databases in excel. Prepared and maintained financial models and databases in excel. Performed financial statement analysis and updated extensive spreadsheets. Prepared and reviewed quarterly and year-end financial reports and executive summaries. Created and maintained a website for the company.

PROJECTS

Bikesharing | GitHub Link: <https://github.com/pasmi369/bikesharing>

- Used data from the Citi Bike program in New York City to create visualizations in Tableau for an investor presentation.
- Build insightful charts for an investor presentation using Tableau.
- Used data from a peak summer month in New York City from Citi Bike to evaluate who would use a bike-sharing program and when the most active ridership would be
- **Tools:** Tableau

Movie-ETL | GitHub Link : <https://github.com/pasmi369/Movies-ETL>

- Extracted the movie data from Wikipedia and Kaggle from their respective files, transformed the datasets by cleaning them and merging them together, then loading the cleaned dataset into a SQL database.
- Created functions to clean and condense the data while dropping null values from the datasets.
- **Tools:** Python, Pandas, PostgreSQL, SQLAlchemy

Employee Databases | GitHub Link: <https://github.com/pasmi369/Pewlett-Hackard-Analysis>

- The purpose of the analysis was to identify the number of near-retirement employees by job title and identify eligible employees to participate in a mentorship program.
- Calculated the total number of titles and unique titles held by retirement-eligible employees using SQL queries.
- Produced a table to show the number of retiring employees by department
- **Tools:** PostgreSQL

PyBer Analysis | GitHub Link : https://github.com/pasmi369/PyBer_Analysis

- Analyzed ride-sharing data from January to early May 2019 based on the city type. The three key metrics evaluated were the total number of rides, total fares collected, and the total number of drivers.
- Responsible for the descriptive statistics for the rideshare data and creating compelling visualizations. Provided recommendations to increase earnings for each city type based on the data.
- **Tools:** Python, Jupyter Notebook, Pandas, Numpy, Scipy, Matplotlib

Kickstarter Analysis | GitHub Link: <https://github.com/pasmi369/Kickstarter-analysis>

- Conducted analysis of Kickstarter data to identify trends from previous successfully funded campaigns. Provided recommendations for a theater production campaign with a target of \$10,000 based on the identified trends.
- Cleaned and filtered the data before using pivot tables and charts to complete the analysis.
- **Tools:** Microsoft Excel

EDUCATION

Data Analytics & Visualization Certificate - Columbia University | **2021**

Bachelor of Science in Computer Science - Rutgers University, NJ

Bachelor of Science in Accounting - R.A.Podar College, Mumbai - India