PUNIT DAVE

Hyderabad, India
Email | Phone
Portfolio: https://punitdave1.github.io
GitHub: https://github.com/punitdave1

PROFESSIONAL SUMMARY

Analytical and detail-oriented Business Analyst skilled in data analysis, SQL, Power BI,
and documentation. Experienced in working with transactional datasets, performing root-cause
analysis, and translating
business needs into clear functional requirements. Adept at creating dashboards, building BA
documents (BRD/FRD), and
supporting data-driven decision-making in cross-functional environments.

KEY SKILLS

Business Analysis:
- Requirements Gathering (BRD, FRD, Use Cases, Acceptance Criteria)
- Process Mapping (As-Is, To-Be, Gap Analysis)
- Stakeholder Communication
- Jira and Agile Documentation
- Workflow Diagrams and User Stories

Data & Analytics:
- SQL (Joins, Aggregations, KPI Metrics)
- Power BI (DAX, Data Modeling, Dashboard Design)
- Excel (Pivot Tables, Lookups, Power Query)
- Root Cause Analysis
- KPI Monitoring and Reporting

Technical Skills:
- Python for automation and data cleaning
- Power BI Service and Dataflows
- Professional Documentation and Reporting

PROJECT PORTFOLIO

Payment Transactions RCA Dashboard:
- Designed KPI dashboards for transaction success rate, failure rate, hourly distribution, and failure
reasons.
- Created DAX measures, data models, and interactive visuals for category and device segmentation.
- Developed BRD, FRD, SQL analysis, and PBIX output.

E-commerce Sales Insights Dashboard:
- Built dashboards for revenue, orders, AOV, and profitability.
- Applied DAX for time-series analysis and product/category insights.
- Delivered full documentation and PBIX file for portfolio.

Process Improvement Case Study:
- Mapped existing operational workflow and proposed an optimized To-Be version.

User Stories and Jira BA Project:
- Created Epics, User Stories, Acceptance Criteria, and Use Case diagrams.

Python Automation Project:
- Automated repetitive data-cleaning workflows to improve analysis efficiency.

WORK EXPERIENCE

Goldman Sachs – Listed Derivatives (Analyst, 1 year):
- Performed reconciliation, exception handling, and validation of large trade datasets.
- Reduced errors by optimizing reporting checks and identifying data discrepancies.
- Collaborated with global teams to resolve operational issues.

Genpact – Google Pay Process (Process Associate, 2 years):
- Managed payment investigations involving transaction-level data.
- Conducted root-cause analysis for customer cases and escalations.
- Improved operational workflows and accuracy of transaction validations.

EDUCATION

MBA (Finance and Marketing)
Bachelor of Commerce (Finance)

CERTIFICATIONS

Business Analyst Certification – Microsoft
SQL Certification – FreeCodeCamp
Python for Data Analysis – FreeCodeCamp

ATS KEYWORDS

Business Analyst, SQL, Power BI, Requirements Gathering, BRD, FRD, Jira, Data Modeling, RCA, Use Cases, Process Mapping, Acceptance Criteria.