PUNIT DAVE

Hyderabad, India
punitdave000@gmail.com | +917981291207
Portfolio: **https://punitdave1.github.io**
GitHub: **https://github.com/punitdave1**

PROFESSIONAL SUMMARY

Business Analyst transitioning from financial operations with 3 years of experience in data-driven environments at Goldman Sachs and Genpact. Skilled in analyzing transactional data, identifying process gaps, and creating dashboards using Power BI and SQL. Experienced in BRD/FRD documentation, root-cause analysis, KPI reporting, and stakeholder communication. Strong analytical mindset with the ability to convert business problems into actionable insights. Actively building BA-focused, project-based portfolio dashboards and automation tools.

CORE SKILLS

Business Analysis

- Requirements Gathering (BRD, FRD, Use Cases, User Stories, Acceptance Criteria)
- Process Mapping (As-Is, To-Be, Gap Analysis)
- Stakeholder Management
- Jira & Agile Workflow Documentation
- RCA (Root Cause Analysis)
- KPI Definition & Reporting

Data & Analytics

- SQL (Joins, Subqueries, KPI Aggregations)
- Power BI (DAX, Data Modeling, Interactive Dashboards)
- Excel (Advanced Formulas, Pivot Tables, Power Query)
- Data Cleaning, Validation & Reconciliation

Technical Skills

- Python (Automation, Data Clean-up Scripts)
- Power BI Service, Model Optimization
- Documentation: BRD, FRD, RCA, SOPs

PROJECT PORTFOLIO

(All project files, documentation & PBIX dashboards uploaded to portfolio website.)

Payment Transactions RCA Dashboard

- Analyzed transaction-level data to identify failure patterns, device issues, and hourly spikes.
- Built KPIs for Success %, Failure %, AOV, and transaction trends.
- Created failure heatmaps, RCA breakdowns, customer segmentation visuals, and DAX-based measures.
- Delivered BRD, FRD, SQL documentation, and PBIX dashboard.

E-Commerce Sales Insights Dashboard

- Developed executive KPIs including revenue, orders, AOV, and profit.
- Built product, category, and region segmentation visuals.
- Created DAX measures for time-series insights and profit analysis.
- Packaged documentation + dashboard for portfolio demonstration.

Process Improvement Case Study

- Mapped end-to-end workflow, identified bottlenecks, and proposed optimized To-Be process.
- Suggested automation opportunities to reduce manual effort.

Jira BA Project – User Story Design

- Created Epics, User Stories, Acceptance Criteria and Use Case diagrams for product feature enhancement.

Python Automation Project

- Automated data cleaning workflows for recurring datasets used in reporting.

PROFESSIONAL EXPERIENCE

Goldman Sachs – Analyst, Listed Derivatives- Bengaluru

1 Year

- Managed daily trade reconciliation and validated large datasets for accuracy.
- Investigated mismatches and performed root-cause analysis in fast-paced operational environments.
- Improved process accuracy by identifying recurring issues and collaborating with global stakeholders.

Genpact – Process Associate, Google Pay Process- Hyderabad

2 Years

- Investigated payment-related discrepancies and validated customer cases using transactional data.
- Conducted RCA for escalations and identified systemic issues impacting payment flow.
- Improved operational efficiency by suggesting fixes to recurring data validation issues.

EDUCATION

MBA (Finance and Marketing) International Institute of Business Studies (Bengaluru) - (2021 – 2023)

Bachelor of Commerce (General) -Aurora Degree & PG. College (Hyderabad) - (2016 – 2019)

CERTIFICATIONS

- Business Analyst Certification – LinkedIn
- SQL Certification – LinkedIn
- Python – FreeCodeCamp