

DIGVIJAYSINH CHAVDA (Business Analyst)

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HIGHLIGHTS

Business Analysis: Business Process | Translation | User acceptance Testing | Requirement Gathering | Data analytics | Reporting | Planning and monitoring | Facilitation skills | Stakeholder analysis | Costs benefit analysis | Processes modeling | Organizational skills | Power BI | MS Visio | MS Excel | MS Word | Jeera | Tableau

Management: Operations Management | Six Sigma | Quality Control | Root Cause Analysis

Computer Engineering: MySQL | Object-oriented programming | Python | ASP.Net | JavaScript | HTML | CSS | DBMS | SDLC | SharePoint

PROFESSIONAL EXPERIENCE

Shriji IT Solutions PVT., [Jr. Business Analyst]

Feb 2020 – Feb 2021

[Excel, MS Visio, SDLC, SQL, PowerBI, Python]

- Participate in ideation as an Agile scrum team member and collaborate with a diverse team to create and build flexible, innovative solutions.
- Prepare and validate solution design docs such as scope clarification, requirements, and quality assurance.
- Understanding and Documenting Requirements.
- Work closely with business partners to gather complex business requirements and facilitate solution.
- Support and monitor applications and manage issue resolution.
- Demonstrate very strong communication skills, both written and verbal.

Shriji IT Solutions PVT., [Internship]

June 2019 – Feb 2020

[Excel, MS Suite, SQL, AWS, Zoom, MS Teams]

- Resolved escalated complaints and answered questions of policies and procedures.
- Design and Maintain SharePoint site.
- Document software design flows and uses cases using various software design techniques.
- Maintained accurate payroll records and submitted data to accounting department for processing.
- Supplied product information and resolved concerns to assist customers.

EDUCATION

P.G. [IT Business Analysis], Conestoga College, Kitchener, ON, Canada.

Mar 2021 - Aug 2022

B.Eng. [Computer Engineering], Gujrat Technological University, India.

June 2015 - June 2019

Certificates: Advance Excel | ECBA | IIBA active member | AWS | Data analytics

ACADEMIC PROJECTS

OHT Trackr App upgrade, Conestoga College.

May 2022

- Helped OHT firm to carry out successful upgradation and relaunch their old health and fitness product Trackr into market with pre-planned strategies.

Production Inefficiency, Conestoga College.

July 2022

- Created and validated project management documents to solve the production inefficiency related issues faced by OHT.

Store Sales Prediction, Conestoga College.

March 2022

- In this project, using historic data of 50 retails stores our team came up with a mathematical and variable data set to predict the demand of various products before it catches up.

LEADERSHIP AND ACHIVEMENTS

• **BAPS CHARITY** (Non-Profit), Volunteer, Scarborough

June 2021 – Present

• **Conestoga Student INC.,** Student Experience Ambassador

Mar 2021 – Aug 2021

• **IELTSPRO** (English Speaking Community), Content Creator

June 2020 – Present

• **The Business Strategy Game,** Industry Champion

April 2022

• **National Chess Academy,** Gold Medalist

June 2019