

Jaya Awatramani

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To have a job that would enable me to use my talent and skills as well as contribute to organization's goals and which would provide excellent opportunities for career advancement and personal growth.

Synopsis

- Proficiency at grasping new concepts quickly and utilizing it in a productive manner.
- Have been proactive and focused.
- Possess a flexible, learning and detail oriented attitude.
- An effective communicator with excellent interpersonal & relationship building skills.

Work Experience

- **Company Name:** - NETLINK SOFTWARES PVT LTD.
- **Duration** – 1st June 2013 to till now
- **Designation:** - Data Analyst
- **Job Profile :-**
 - Communicating with the customer for understanding and gathering requirements.
 - Understanding the logics used in the customer's current system and the underlying source data used.
 - Data Analysis and Interpretation using MS Excel.
 - Converting business needs into solutions by preparing dashboard prototype based on the requirements received by the customer.
 - Preparing supporting documents such as business requirement documents, Functional Requirement Documents, User Manuals, Mapping documents etc.
 - Presenting the customer's existing business process in the form of data flow diagrams and presentations.
 - Providing complete understanding of the project to the Development Team, Testing Team and ETL Team.
 - Coordinating with the team and help in resolving the problems occurring related to the business requirements.
 - Reviewing the test cases prepared by the QA Team and ensuring that the test cases cover all the modules of the dashboard,
 - Preparing UAT test cases and sharing the same with the customer.
 - Testing the final dashboard and ensuring that the dashboard is developed as per the customer's needs.
 - Tracking tasks of the team members and ensuring that the tasks are completed within the timelines.
 - Assisting Project Manager throughout the Project and working with the team members so that the quality dashboard is delivered within the predefined timelines.

KEY SKILLS

- An analytical and logical approach in problem solving.
- Strong analytical skills, work ethic, independence, problem solving ability, effective communication skills, and over-all positive attitude.
- Have clear understanding of Business Intelligence and Data Warehousing concepts.
- Strong computer knowledge and skills, including in-depth expert knowledge of spreadsheet, database, and word processing.
- Strong organizational skills with the ability to multi-task while under pressure.
- Customer service oriented.

Academia

- Bachelor of Engineering in **Information and Technology** from Radharaman Institute of Technology and Science affiliated to Rajiv Gandhi Technology University (RGTU), Bhopal with 76% in 2012
- XII from Mithi Gobindram Public School, Bhopal affiliated to Central Board of Secondary Education with 72% in 2008
- X from Mithi Gobindram Public School, Bhopal affiliated to Central Board of Secondary Education with 68% in 2006.

Achievements

- Got **RISE STAR OF NETLINK** award for good performance in January 2015.
- Got **STAR OF NETLINK** award for understanding the client requirement and converting them into technical solution in September 2017.
- Received "**Team Award**" in November 2017 for excellence in delivering and achieving desired results.

IT Skills

- Operating System: : Windows 95/98/ 2000/XP
- Technology : MS Office, MYSQL, MS Access
- Tool : Understanding of Pentaho(BI Software)

Personal Dossier

- Date of Birth: 30th September 1990
- Address: New B-10/102,
Bairagarh, Bhopal-462030
- Languages Known: English, Hindi
- Hobbies: Listening to Music, Spending time with family.