

# SWATI SHARMA

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## Experiences:

<b>Technical Manager, Suparna Herbs India Pvt Ltd</b> Delhi, India	April/2020 - Present
Key Accomplishment	
<div>1. Awarded the "Best Employee of the Year" among 50 employees for above and beyond performance</div> <div>2. Gained 99% client satisfaction for providing fully approved final products ahead of deadlines</div> <div>3. Received 5-star rating from team members spread across various locations for excellent team management</div>	
Daily Roles:	
<div>▶ Hybrid role i.e. Managerial + Business Analyst</div> <div>▶ Actively, Performed tests and identifying issue and coordinated with production team to fix them.</div> <div>▶ Communicated with cross-departmental teams to manage workflow and release of the consignment ahead of deadlines with quality check.</div> <div>▶ Managing and leading meetings with the third -party to understand their needs and requirements of the product.</div> <div>▶ Also handling some mixed roles like data analysis &amp; preparing reports.</div> <div>▶ Dashboard Designing and data visualization with following best practices.</div>	
<b>Assistant Technical Manager, Meenakshi Ayurvedic</b> Faridabad, Haryana	Aug 2017 to Apr 2020
Key Accomplishment	
<div>1. Awarded the "Appreciation letter for good spirit at work" for above and beyond performance</div> <div>2. Received good ratings from the team members for being cooperative and supportive in leading the team on behalf of the Technical head manager.</div> <div>3. Gained appreciation and bonus from Head of the department in getting documents and final product approved by the clients and also getting timely release of the projects.</div>	
Daily Roles:	
<div>▶ Actively, assisting out Technical Manager in production unit of the company.</div> <div>▶ Preparing formulation sheets for the products and arranging technical reports.</div> <div>▶ Completing application procedure of the approval of the products and getting them approved with the FDA of India.</div> <div>▶ Preparing SOPs for the production, managing the team of 5 people and performed out the project operations under assistance of technical head.</div> <div>▶ Managing meetings with clients to discuss requirements and getting approval.</div>	

## Skills:

Python	Power BI	AWS	Power BI
PySpark	Hadoop	MySQL	Postgresql
Dashboard Designing	Big Data		

## Education:

<b>Bachelors of Science (B.Sc.)</b> Himalayan University, Arunachal Pradesh	July 2014 to July 2017
<b>JLPT N4 Certification</b> The Japan Foundation & Japan Educational Exchanges & Services, Moolchand, Delhi	Apr 2012 to July 2014
<b>Higher Secondary School - CBSE Board</b> Govt Girls Senior Secondary School, Andrewsganj, Delhi	Apr 2011 to Mar 2012
<b>High School - CBSE Board</b> St. Giri Public School, Sarita Vihar, Delhi	Apr 2009 to Mar 2010

## Projects & Certifications:

<b>Business Intelligence (BI) certification program, Edureka</b>	July/2020
Gets hands on experience over range of skills and concepts related to data analysis, reporting, and data visualization.	
<div>• Data warehousing, Design and architecture of data warehouses and ETL processes</div> <div>• DBMS, SQL and analytical function (window function).</div> <div>• Overview of Power BI: creating reports, dashboards, and data visualizations</div> <div>• Big Data Technologies: Hadoop ecosystem, PySpark and Data Bricks.</div> <div>• Handling and analyzing large datasets.</div> <div>• Hands-on labs, exercises and Assignment</div>	