# SWATI SHARMA

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### **Experiences:**

Technical Manager, Suparna Herbs India Pvt Ltd Delhi, India

April/2020 - Present

### Key Accomplishment

- 1. Awarded the "Best Employee of the Year" among 50 employees for above and beyond performance
- 2. Gained 99% client satisfaction for providing fully approved final products ahead of deadlines
- 3. Received 5-star rating from team members spread across various locations for excellent team management

### Daily Roles:

- Hybrid role i.e. Managerial + Business Analyst
- Actively, Performed tests and identifying issue and coordinated with production team to fix them.
- Communicated with cross-departmental teams to manage workflow and release of the consignment ahead of deadlines with quality check.
- Managing and leading meetings with the third -party to understand their needs and requirements of the product.
- Also handling some mixed roles like data analysis & preparing reports.
- Dashboard Designing and data visualization with following best practices.

## Assistant Technical Manager, Meenakshi Ayurvedic

Aug 2017 to Apr 2020

### Faridabad, Haryana

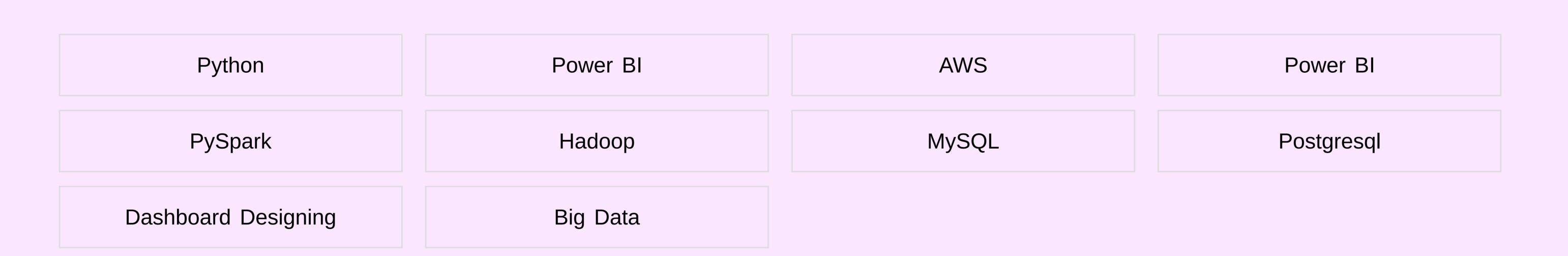
#### Key Accomplishment

- 1. Awarded the "Appreciation letter for good spirit at work" for above and beyond performance
- 2. Received good ratings from the team members for being cooperative and supportive in leading the team on behalf of the Technical head manager.
- 3. Gained appreciation and bonus from Head of the department in getting documents and final product aprroved by the clients and also getting timely release of the projects.

### Daily Roles:

- Actively, assisting out Technical Manager in production unit of the company.
- Preparing formulation sheets for the products and arranging technical reports.
- Completing application procedure of the approval of the products and getting them approved with the FDA of India.
- Preparing SOPs for the production, managing the team of 5 people and performed out the project operations under assistance of technical head.
- Managing meetings with clients to discuss requirements and getting approval.

# Skills:



## **Education:**

Bachelors of Science (B.Sc.) July 2014 to July 2017

Himalayan University, Arunachal Pradesh

**JLPT N4 Certification** Apr 2012 to July 2014

The Japan Foundation & Japan Educational Exchanges & Services, Moolchand, Delhi

**Higher Secondary School - CBSE Board** Apr 2011 to Mar 2012

Govt Girls Senior Secondary School, Andrewsganj, Delhi

**High School - CBSE Board** Apr 2009 to Mar 2010

St. Giri Public School, Sarita Vihar, Delhi

## **Projects & Certifications:**

## Business Intelligence (BI) certification program, Edureka

July/2020

Gets hands on experience over range of skills and concepts related to data analysis, reporting, and data visualization.

- Data warehousing, Design and architecture of data warehouses and ETL processes
- DBMS, SQL and analytical function (window function).
- Overview of Power BI: creating reports, dashboards, and data visualizations
- Big Data Technologies: Hadoop ecosystem, PySpark and Data Bricks.
- Handling and analyzing large datasets.
- Hands-on labs, exercises and Assignment