Jasmeet Singh

Faridabad, Haryana
Contact No: +9958779502 , | Email:jasmeetdhanjal8@gmail.com
LinkedIn: www.linkedin.com/in/jasmeetsingh08

Personal Profile

Experienced and highly motivated Analyst with a master's degree in business Analytics from Dublin Business School. Skilled in data analysis, business intelligence, and client handlings with proficiency in tools such as Power BI, Tableau, Python, and MS SQL Server, MS office suite. I possess a strong background in requirements gathering and documentation.

Technical Skills

- Power BI, Tableau
- JIRA
- MS SQL Server
- Microsoft Excel
- MS Dynamics
- KPI Dashboards

Core Strength

- Experience handling customers and clients.
- Communication Skills
- Strong interpersonal and presentation skills
- Requirement Gathering and Documentation skills.

Professional Experience

Incedo Inc, Gurgaon   **June 2023- Present**
Project Management Office(PMO) Analyst/Business Analyst

- Handling the Resource Allocation, revenue recognition, billing activities.
- Work with clients to understand their business practices and operations, including resources, budgets and finances.
- Playing liaison across different teams like Sales, Delivery, Finance, Billing to ensure all are in sync.
- Managing end to end resource requisitions including raising resource requisitions IDs, managing on-boarding activities.
- Supports the preparation of monthly reports for senior partners to review as well as and various ad-hoc reporting requests from senior leadership.
- Preparing the budget sheet, initiating invoices for the clients.
- Worked as **Business Analyst** in gathering/ collecting business/features requirements from the Team for Software Developers.
- Created detailed test cases/stories and test scenarios.
- Executed Test Cases as a **UAT Tester**, compared and analysed results and reports bugs to development team.
- Involved in formal/informal meetings with developers.

Ulster Bank (Under Hays),Dublin   **Aug 2022-March 2023**
Financial Analyst (Customer Associate)

- Responsible for Closure of Customers Accounts closing 30 accounts daily.
- Submitting the Bankline sheets for the smooth transfer of Payments to the concerned department.
- Provide guidance and support to clients/customers to ensure smooth closure.
- Attending short daily team meetings/ scrum of 8 people to plan a course of action of a day.
- Investigating and resolving ticket items within SLA.

IBM India Pvt Ltd., India   **Sept 2019-Sept 2020**
Business Associate / Business Analyst

- Communicated with client to understand business needs.
- Participated in knowledge transfer and requirement gathering sessions to determine areas for improvement.
- Effectively communicating sensitive information while adhering to regulatory guidelines.
- Monitoring accounts to identify outstanding debts.
- Updating status account records on collection on past due invoices

Education
Dublin Business School, Ireland   **Oct 2020-Oct 2021**
MSc in Business Analytics   **Grade Achieved 2:1**
Modules: Programming for Analytics, Applied Statistics and Machine Learning (ML), Business Intelligence and Visualisation, Data Mining, Financial and Business Analytics
Hansraj College, University of Delhi, India   **July 2016 –May 2019**
Bachelor of Commerce (Honours)

Academic Projects:

1.Understanding Indian Politics:

- **Description:** This project was undertaken to understand the politics of India and to determine the reasons of the winning the ruling party using the interactive dashboards.
- **Tool Used:** Power BI

2.Automation of news stories:

- **Description**: Constructed a classification model for a news company to automate the categorization of news stories coming from multiple stories into categories using text analytics.
- **Tool Used**: Python, MS Excel (Pivot tables).