

PUNEET RAINA

BUSINESS ANALYST

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PROFILE SUMMARY

Curious, Analytical and highly Ambitious, **IIBA-ECBA™ Certified Business Analyst** having Business Systems Analysis (BI Analytics) experience and expertise in Concept-to-end Client Communication, Business and Project Management & Financial acumen for Analysis and with proven ability to improve the overall capabilities of organization's processes and functioning.

PROFESSIONAL SKILLS

Business Analysis Process Improvement Data Analysis
Project Management Requirement Gathering Scrum - Agile

TECHNICAL SKILLS

SQL Tableau Power BI SDLC
Azure DevOps Excel Bloomberg Terminal

WORK EXPERIENCE

Business Analyst Lead & Project Manager

Jan, 2022 – June, 2024*

TATA Consultancy Services, Gurgaon

- Successfully transitioned from Business Analyst to a **dual role**, leading project management initiatives while continuing to excel in business analysis.
- Led and coordinated daily team activities, **streamlining project workflows & achieving project goals**.
- Identified and managed **project risks** & facilitated communication on key project matters inc. reporting, risks, scope-creeps, enhancements and change requests etc.
- Provided proactive and timely project updates, keeping sponsors informed and ensuring project visibility.
- Worked with business stakeholders & management to ensure deliverables fall within the scope & budget.
- Created & delivered daily and weekly **presentation decks** to Client and TCS Management showcasing progress.
- Led **gathering & analysis of business requirements** to develop **data-driven solutions** & recommendations.
- Coordinated with **internal resources** and **third parties/vendors** for the flawless execution of **agile** application projects & to define and implement business processes, systems & data analytics.
- Collaborated with developers to **implement the requirements**, provide **guidance** to testers during **QA process**.
- Led **Scrum Calls** which included members from **Client, Senior Management** and **Internal Team**.
- Ensured quality supporting **documentation** like Project Plans, Status Reports, Risk Log, FSD, URS, BRD, Test Strategy, Workflow & Issue Trackers, Testing scenarios, Training materials & Deployment plans was produced for each project.
- Maintained **controls, tracking processes & Interactive Dashboards** ensuring **audit** requirements are always fully met.
- Led successful planning, execution and delivery of multiple **ETL Data Migration** project (**BI & Analytics**), with a team size of **5-15**, resulting in min **35%** increase in client satisfaction ratings and **15%** improvement in project profitability.
- Delivered **migration of Reconciled ICM** (Compliance) data sourcing from **17** ERP sources spread Globally to common data lake in span of **7** months (ahead of proposed time).
- Recognized as a **trusted authority** and **leader** by team members, client, management and business and relied upon for the guidance and expertise in navigating complex **project requirements, day-to-day tasks & stakeholder expectations**.
- **Mentored** and **coached** analysts to develop their skills & capabilities, fostering culture of continuous learning.
- **Client Served:** Styker Corp (One of the leaders in Global Healthcare Manufacturing).

Client Account Executive (Investor Relations)

Jun, 2021 - Dec, 2021

Adfactors PR, Mumbai

- Assisted with preparation of company collaterals - Presentations, Press Releases, Earnings Releases.
- Assisted organizing and moderating **conferences**, earnings conference calls, and **investor meetings**.
- **Relationship building** with investment community & collaborate with **executive management** team of clients.
- Acted as a **communication channel** by creating a bridge between **top-management** of client companies & the investment fraternity.
- **Researched, analysed & identified** trends in **Financial Market** of the client, its peers & its industry.
- Maintain and update investor/analyst meeting file(s) and **prepare investor profiles** before the meetings.
- Developed and maintained **Financial Models** to support **decision-making** and **strategic planning**.
- Quarterly peer comparison: Earnings: pre & post results estimated, con-call highlights, financial performance.

Associate, Iconma LLC (A US Based Firm), Noida

Sep, 2018 - Aug, 2019

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EDUCATION

N.L. Dalmia Institute of Management Studies and Research

2019 - 2021

Major: Finance; Minor: General Management

Haryana Engineering College

2013 - 2017

Mechanical Engineering

ACHIEVEMENTS & ACTIVITIES

- **Awarded TCS Gems Award for Outstanding performance & Lasting Contributions to TCS (May).** 2024
- **Awarded for Outstanding performance and Lasting Contributions to TCS and Stryker (Nov).** 2023
- **Awarded for Outstanding performance and Lasting Contributions to TCS and Stryker (Sept).** 2023
- **Awarded TCS Gems Award for Outstanding performance and Lasting Contributions to TCS (Jul).** 2023
- **Awarded for Outstanding performance and Lasting Contributions to TCS and Stryker (March).** 2023

PROJECTS

- **Phoenix Flex Analytics** **July, 2023-Present**

This is a brown field project which aimed to migrate customer compliance and delinquency, sales rep and related Financial, Lease Purchase Order, due Obligations, Premiums fulfilled and aging data and reconciliation of the same. This involved design and development of data pipelines using Databricks and Synapse Notebooks to extract, transform, and load data from various sources (ERPs), including SQL databases, CSV files, and APIs.

Impact:

 - Enabled Stryker's teams to make better data-driven decisions.
 - Operational efficiency increased by 95%.
 - Reduced data processing time by 40%
 - Increased data integration accuracy by 95%
- **Global Excellence (GX)** **Jan, 2022-July, 2023**

This was a green field project which aimed to migrate Customer, Supplier and related S&P, PO-AP, GL, Loaners data and information from various data sources to a common Synapse platform and reconciliation of the same. This involved designing and development of data pipelines using SQL and Synapse Notebooks to extract, transform, and load data from various ERP sources, including JD Edwards (JDE), Oracle EBS, Infor LX, MFGPro, SAP, Expert W, 1C etc.

Impact:

 - Enabled Stryker's teams to make better data-driven decisions.
 - Improved operational efficiency by 80% and saved costs.
 - Reduced manual data processing effort by 50%
 - Improved data quality by 70%
 - Increased data accessibility by 30%

ADDITIONAL INFORMATION

- **IIBA Member & Entry Certificate in Business Analysis™ (ECBA™) Certified Business Analyst.** 2023
- Completed course to understand and utilize **Azure DevOps** for end-to-end software life cycle management. 2023
- Candidate for **IIBA-CCBA** certification.
- Working Knowledge of **Salesforce, ServiceNow & JIRA.**
- Earned **Certificate in Bloomberg Market Concepts.**
- Held **Tableau Analyst** Badge.
- Rich Experience in **Google Docs & MS Office** tools (Advanced Excel, Word, PowerPoint).
- Experience in working using **Data Visualization** and **Data Analysis** Tools.
- Experience working on academic projects from **BFSI** and **Automobile** sector as part of curriculum during MBA.