

PROFILE SUMMARY

An adaptative professional with 3+ of experience in analyzing business processes, eliciting and documenting requirements. Proven ability to translate complex business needs into clear and actionable insights. Seeking a challenging position to leverage my analytical skills, business acumen, and technology expertise to enhance organizational efficiency. Dependable candidate with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy, positive attitude, strong communication and task prioritization skills.

SKILLS & CERTIFICATIONS

Data Analysis and Visualization Tools: Excel, Power BI, SQL, Python, SAS, Matplotlib, NumPy, Pandas.

Project Management: Microsoft Office Suite, Google Suite, Google Slides, Jira, Agile Technologies, Project Lifecycle Management, BRD, FRD, Scrum.

Certifications: Data Analytics by Google, understanding data with python(coursera)

PROFESSIONAL EXPERIENCE

Capline Services Pvt Ltd.

May 2022 - Mar 2024

Business Analyst

- Interacted with 70+ U.S offices for requirements and project scope, utilizing Agile methodologies to ensure comprehensive understanding and alignment with business needs.
 - Analyzed open orders, and sales data to provide sales team with insights.
 - Created dynamic dashboards using Power BI to monitor and track key performance indicators, enabling real-time decision-making and performance management.
 - Utilized Jira to track project tasks and manage requirements, ensuring clear communication and efficient progress tracking across teams in an Agile setting.
- Meticulously completed and monitored claims paperwork, documentation, and system entry, conducting eligibility checks and fraud analysis using databases such as NPPEs and Health Guide USA.

Ameya Healthcare Services

Dec 2020-May 2022

Business Analyst

- Utilized Python to synthesize current business data to produce reports and polished presentations, highlighting findings and recommending changes.
- Drafted quarterly and yearly reports on company financial metrics, on company financial metrics, leveraging Python for data analysis and visualization. Assessed successes and identified deficiencies, providing valuable insights for strategic planning.
- Monitored project progress, identified risks and issues, and implemented mitigation strategies to ensure successful project delivery.
- Reviewed files, records and other documents to obtain business information and key data informing responses to development requests. Assigned tasks to associates and updated all involved parties to enhance optimal business flow.

EDUCATION

DSB, Kumaon University | Nainital

Bachelor of Science: Mathematics, Statistics, and Physics | Nov, 2020

Beersheba Ser. Sec School | Haldwani

Intermediate | May, 2017

Beersheba Ser. Sec School | Haldwani

High School | May, 2015

PERSONAL INFORMATION

Date of Birth: Mar 06, 1999

Gender: Female

Address: Noida, UP

Alternate Number: 9720020651