

## OBJECTIVE

With over 5 years of experience in the business analytics domain, following 2.5 years in core technical roles within the oil and gas industry, I've developed a comprehensive skill set spanning both sectors.

I bring a wealth of experience in project management, client relations, and data-driven decision-making.

Eager to contribute my expertise in business analysis, process improvement, and technology integration to a dynamic organization as a business analyst.

Seeking to leverage this background in a dedicated role as a Business Analyst.

## PROJECTS WORKED-ON:

1. Mitel  
(Telecom industry)
2. Skerion Group  
(Solar + Wind)
3. ADQ -  
(Transportation + Energy + Banking)
4. William Frenn  
(Hotel management)
5. Veer electricals  
(Sales and supply)
6. Flavour Fields(Crops)
7. Reiz Tech(Recruitee)
8. IMCORP(Finance)
9. SAPA (Automotive)
- 10.TFS  
(Trading & finance)

## EXPERIENCE

### **Admito Technologies Pvt Ltd., Noida, Uttar Pradesh.**

**[Mar 2023 – Current]**

- Communicated with clients and stakeholders to understand their needs, address concerns, and ensure alignment with project objectives.
- Gathered project information and business logic through thorough analysis and collaboration with stakeholders to formulate comprehensive business requirements.
- Prepared Business Requirements Documents (BRDs) and other project-related documentation, ensuring clarity, completeness, and alignment with project objectives.
- Delivered client requirements to the respective project teams, ensuring a clear understanding of expectations and smooth project execution.
- Managed projects to ensure timely delivery, adherence to quality standards, and alignment with business needs, thereby minimizing bugs and ensuring a smooth project lifecycle.
- Coordinated for testing activities, including test planning, execution, and defect management, to ensure that deliverables meet user expectations and quality standards.
- Experienced in analyzing business problems, evaluating alternative solutions, and preparing business cases to support decision-making and investment prioritization.
- Monitored the plans on daily and weekly basis and assigned the tasks accordingly to designated team members. Worked on finding the root cause for the delay/issues hampering the finalized plans by implementing the solutions in the work process.
- Developed and completed different projects based on database management system (MS Access) in line with SQL server tech as per the client needs.
- Delivered several projects using BI tools such as **tableau**, **Power BI** by using **SQL server** for the project where the visualization was the key tool for taking decisions in their company and in their process for the improvement.
- Also, worked on projects where the data were fetched from the outsource location and then the compilation of data from different sources such as **excel** and then grouped together for the valuable data which has been utilized further via different tools for reporting.

### **Aksh Infraspace Pvt Ltd., Madhya Pradesh**

**[ July 2021 - Mar 2023 ]**

- Project and Client handling with manpower engagement and asset handling thereby utilization of it at right place and at right time of work.
- SOP's preparation, generating technical design documents, finalizing scope of works as per different activities and other reports using Microsoft word, Microsoft power point, Microsoft excel tools.
- DPR, WPR and monthly progress report generation.
- Working with legal departments for legal policies such as labour license, EAR policy, WC policy, marine policy PF, ECR and other related documents.
- Monitoring daily and weekly tasks to align within the limited and scheduled time limit of project.
- Building strategies to deliver defect free products to client and for minimizing the extra cost going above the finalized budget.

## **TECHNICAL TOOLS**

1. Tableau
2. Power BI
3. MS Access
4. SQL Server
5. Python (Basics)
6. JIRA
7. Asana
8. API's (Basics)
9. MS-Excel
10. MS-Word
11. MS PowerPoint

## **CERTIFICATIONS**

1. Lean six sigma white belt certificate.
2. Data analytics specialization training certificate
3. Data analytics live project completion certificate
4. Data analytics
5. ASNT NDT Level II certificate (U.T, R.T, M.P.T, L.P.T)

## **CONTACT NUMBER**

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## **LINKEDIN**

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- Preparing monthly and weekly reports of quality such as welder performance report, defect list, number of defects vs welder, root cause of the defects using **Excel, Power BI, SQL server (Local)** and sharing the same with respective clients and third-party inspectors and consultants.
- Conducting training sessions for different welders and other respective personnel on monthly basis related to their job and things that to be take care of while performing their work.
- Preparing bill of materials to be used at site based on the technical design documents and taking amendments from the client as per the requirements.

## **Rudri Infrastructure**

**[ Feb 2019 – Oct 2021 ]**

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- Preparing project running bills related to completed activities.
- Preparation of work order, LOI, service orders and purchase orders as per different vendors hiring and regarding material purchasing and services via using **excel** tool.
- Monitoring the scope of work and writing letters for amendment before the time for smooth functioning of site works.
- Manpower handling and assigning the tasks at different location using **Power BI** for visualization.
- Client handling, meetings on weekly basis and on monthly basis for the project timeline and for discussing project status and plans.
- Generating daily plans in **excel** as per site work.
- Documentation work for different project activities procedures and other related reports.

## **Corrtch International Pvt Ltd, Ahmedabad**

**[ Jun 2016 – Feb 2019 ]**

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- Quality inspections at different project site activities place and adhering to meet the ISO & ASME standards.
- Generating welder performance report, monthly quality reports, weekly defect reports and sharing the same to client and minimizing the defects accordingly.
- Developed different strategies to adopt at time of work and conducted different training programs to guide the welders and other team members to follow the quality norms.
- Generating site activities report, inspecting the welding activities, checking Radiography films.
- Conducting hydrotesting, performing calculations for it and other piping operations as per technical design documents and as per API codes and OISD codes.
- Reducing the defect rate by optimizing the different issues at time of work and by following right norms at right rate.

## **EDUCATION**

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**B H GARDI COLLEGE OF ENGG. & TECH., RAJKOT, GUJARAT**

**2012 – 2016**

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Graduated in **Mechanical Engineering** with 7.86 CGPA.

Member of ASME (American society of mechanical engineers) and of SAE BAJA.