Varchika Gupta

**CONTACT**

Delhi, India Phone:8423455933 [varchikagupta@gmail.com](mailto:varchikagupta@gmail.com) [www.linkedin.com/in/varchika-gupta](http://www.linkedin.com/in/varchika-gupta)

https://github.com/VarchikaGupta

**SKILLS**

***Technical Skills***

* Data Visualization-Power BI
* Documentation (BRD, FRD, Technical, SOP)
* Advance Excel
* SQL
* Basics of Python
* OOPs Concept
* Manual Testing

***Methodologies***

* Agile
* Waterfall

***Tools and Technologies:***

* Power BI-DAX, Data Transforming, Cleaning.
* Wireframe-Balsamiq
* Jira, Trello
* Microsoft Excel
* Microsoft PowerPoint
* Microsoft Outlook
* Microsoft Word
* Microsoft Visio
* Zoho Analytics

***Soft Skills:***

* Client Handling Skills
* Analytical Skills
* Presentation Skills
* Requirement Gathering
* Problem Solving Skills
* Leadership Skills

# Business Analyst

## Highly motivated Business Analyst with 1 year of experience leveraging strong analytical skills, business acumen, and a collaborative approach. Proven ability to gather requirements, analyze data, and document processes to drive efficiency and innovation. Committed to enhancing operational efficiency and strategic decision-making through data-driven insights.

## WORK EXPERIENCE

**Junior Business Analyst March 2023 – January 2024**

## Sequelstring Solutions and Consultancy Pvt Ltd, Delhi

* **Gathered functional specifications** with key stakeholders to

grasp business needs and convert them into functional specifications.

* **Developed comprehensive process documentation**, including BRDs, FRDs, technical specifications, and workflows, to streamline software development.
* Focused on constructing a custom based software for **BSES**, **bill verification management system,** leveraging systematic digital data extraction from diverse power-related bills and their validation.
* **Analyzed datasets** Conduct in-depth data analysis using SQL to identify trends and patterns that drove a 15% increase in sales and purchase revenue.
* **Crafted Power BI dashboards & reports** applying advanced analytics to

visualize daily power purchase and sales consumption synthesizes complex data to generate simple clear insights,

* **Collaborated with internal** and stakeholders, received valuable feedback

regarding approach to business observations, increases the client satisfaction by 20%.

* **Contributed to** **presentation, demos** **& MOMs** and deliver high quality

outputs timely to internal and external stakeholders, resulting in a

significant 15% enhancement in customer ratings.

* **Utilized data analysis skills**, informed by industry data sources and KPIs,

to automate processes and achieve a 20% improvement in customer task

completion.

**Assistant Professor July 2018-March 2022**

**Institute of Engineering & Technology (IET) Sitapur, Lucknow**

* + **Taught** Electronics Devices and Digital Circuits.
  + **Conducted** Research and contributed to academic publications.
  + **Mentored** Students and provided academic guidance.

# EDUCATION

**M.Tech [BBDU] Aug 2015-May2017**

Masters with Honors degree in Wireless Communication & Sensor Networking.

**B.Tech [ITM-GIDA] Aug 2011 – July 2015**

Bachelors in Electronics and Communication

# CERTIFICATIONS

* Data Visualization with Power BI, Great Learning Academy
* PwC Switzerland's Power BI, Forage
* Jira Project Management, Great Learning Academy