Sahil Kapoor

Business Analyst

Profile

Experienced Business and Operational Analyst with 2 years in auditing, and project management. Adept at risk assessment, process improvement, and training. Proficient in communication, problem solving, and teamwork, with a keen understanding of business strategies. Strong believer of learning and achieving desired goals within timelines.

Work experience

present
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Jan 2023

Analyst

HCL Technologies, Gurgaon Client - Google

- Conducted audits for readiness assessment, collaborating with internal and external teams and audit resources.
- Coordinated in the implementation, operation, and maintenance of Information Security protocols.
- Led security audits, offering risk-mitigating recommendations.
- Streamlined processes by creating SOPs and enhancement plans for teams.
- Trained new colleagues and contributed to resource devel- opment for American and UK clients.
- Maintained regular client communication, ensuring IT control testing upgrades and effective documentation.
- Evaluated customer processes, aligning them with business standards to uphold delivery quality.
- Managed end-to-end project activities, overseeing scope, resources, and execution.
- Handled Google applications provisioning, deprovisioning, and access modifications.

Oct 2022
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May 2021

Business analyst and operation associate

Huviair Technologies, Noida

- Developed a standardized report format, leading to a 15% time reduction in data processing.
- Assisted clients in effective business planning and recommended best practices.
- Managed user engagement strategies, gaining initial insights into user interactions.
- Contributed to product development planning using both qualitative and quantitative data, and successfully organized software transformation training within tight deadlines.

Education

2021
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2016

BTech. - MechanicaL

Rajasthan Technical University, Rajasthan

Secured 60%

2015

XII

CBSE

Secured 62.6%

Contact

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Skills

- Auditing
- Adaptability
- Qualitative Analysis
- Project management
- Risk Assessment
- Delivery Quality Assurance
- Power BI
- Client Communication
- Teamwork
- Process Improvement
- Time Management
- Report Standardization
- AutoCAD/CATIA
- IT Control Testing

Languages

English	Fluent
Hindi	Native