

ADITI HARESH MHATRE

BUSINESS ANALYST

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SUMMARY

Business Analyst around 3+ years of experience in SDLC, Agile/Scrum, and Waterfall methodologies. Skilled in SQL, and data visualization using Tableau and Power BI, with expertise in documentation (FRD, BRD, and SRS) and project management tools like MS Project and SharePoint. Proficient in cost/benefit, impact, GAP, risk, and SWOT analysis alongside tools such as Jira, Visio, and Oracle databases. Recognized for solid problem-solving, leadership, and communication skills, focusing on aligning project goals with business objectives.

SKILLS

Methodologies: SDLC, Agile, Waterfall

Documentation: FRD, BRD, SRS

Visualization Tools: Tableau, Power BI

Analysis Skills: Cost/benefit analysis, Impact analysis, GAP analysis, Risk analysis, SWOT analysis

Database: SQL Server, MySQL, PostgreSQL and MongoDB

Tracking/Other Skills: Jira, Microsoft Visio, HP Quality Center, JAD, RTM, UAT

Project Management Tools: MS Project, MS Excel, MS SharePoint

Cloud Technologies: AWS

Soft Skills: Time management, Leadership, Management, Problem-solving, Negotiation, Decision Making, Documentation and Presentation, Verbal communication

Control Tools: Git, MS Excel

Operating System: Windows, Linux

EXPERIENCE

IBM | Business Analyst | USA

Dec 2023 - Present

- Orchestrated cross-functional Agile/Scrum teams, fostering collaboration, adaptability, and continuous improvement, resulting in a 20% increase in project efficiency measured through cycle time and delivery metrics.
- Managed project timelines and tracked progress using Jira, ensuring timely deliverables, staying within budget, and fostering effective communication between development teams and stakeholders.
- Streamlined project planning and scheduling using MS Project, enhancing efficiency by 15%, aligning project milestones with organizational KPIs, and ensuring timely completion of deliverables.
- Facilitated agile ceremonies (stand-ups, sprint planning, retrospectives) and maintained the Jira backlog to prioritize tasks and user stories based on business needs, improving project delivery speed by 20%.
- Created UML Diagrams to model business processes and workflows, ensuring clear communication and understanding between technical and non-technical teams, which enhanced system development efficiency by 15%.
- Developed and maintained interactive data visualizations and PowerBI dashboards, providing real-time insights to Executives and expediting decision-making processes by 30%.
- Optimized data extraction and analysis using Oracle SQL Developer, reducing report generation time by 25% and improving data accuracy for strategic planning.
- Synthesized and communicated project updates and findings through verbal communication and detailed written reports, enhancing stakeholder understanding and alignment.
- Led user acceptance testing (UAT) for new system features and updates, using Jira for issue tracking and resolution, ensuring product met business requirements and quality standards.

MiraiCoders Technology | Business analyst | INDIA

Mar 2021 - Jul 2023

- Spearheaded projects using the Waterfall methodology, ensuring structured phases for efficient planning, execution, and delivery, resulting in a 95% on-time completion rate.
- Authored comprehensive documentation (FRD, BRD, SRS) to define project scope, objectives, and requirements, improving clarity and communication by 20%.

- Optimized data extraction and analysis processes using Oracle SQL, reducing processing time by 30%, ensuring high accuracy, and delivering actionable insights for financial reporting.
- Directed cross-functional teams in implementing a new financial reporting system, decreasing monthly close times by 25% and improving reporting precision by 15%.
- Leveraged MS Excel (pivot tables, charts, and graphs) to boost data analysis efficiency by 25%, providing actionable insights to key stakeholders.
- Implemented Tableau to create interactive data visualizations, enhancing executive teams’ understanding of complex business data by 30%.
- Performed impact, gap, risk, and SWOT analyses, increasing the accuracy of project feasibility assessments by 15%.
- Facilitated Joint Application Design (JAD) sessions with stakeholders to gather and align business requirements, increasing stakeholder satisfaction by 20%.
- Orchestrated the UAT process by aligning it with business objectives, gathering feedback from end-users, and addressing gaps before product rollout, driving a smoother go-live process.
- Guided teams in resolving project challenges, ensuring solutions that enhanced efficiency and outcomes by 25%.

EDUCATION

Master of Business Administration in Information Systems	May 2024
University of Toledo, Toledo, OH	
BSC in Information Technology	April 2022
Mumbai University Mumbai, India	

PROJECTS

Enterprise Resource Planning (ERP)

- Customized SAP BI tools for analytics integration across 5 business modules, ensuring comprehensive coverage.
- Implemented BI solutions across multiple departments, delivering 50 reports and dashboards to enhance operational insights.
- Provided end-to-end project support including documentation, testing, and training, ensuring smooth adoption and high user Satisfaction.

Data Mining Project

- Processed a dataset of 1 million records through extensive data cleaning and transformation procedures.
- Analyzed the dataset to understand characteristics and relationships, employing iterative cycles of data exploration and model development.
- Designed and deployed a predictive model with 10 features, achieving an accuracy improvement through 15 refinements.

Business Intelligence Project

- Streamlined data integration and cleansing processes in KNIME, handling multiple concurrent data sources efficiently.
- Utilized KNIME for predictive analytics and machine learning on a large dataset, achieving significant improvements in predictive accuracy through algorithm implementation.
- Developed a suite of dynamic dashboards and reports in KNIME to enhance data visualization and user engagement effectively.