

CAREER SUMMARY

Business Analyst

- Business Analyst with 6+ years of experience in business process optimization, requirement gathering, and workflow automation, driving operational efficiency improvements by up to 30%.
- Successfully led over 20 cross-functional projects, collaborating with 10+ stakeholders to implement BPM methodologies (UML, As-Is & To-Be workflows, gap analysis, process reengineering).
- Proficient in developing and aligning over 100 business requirements (BRD, FRD) to organizational goals, reducing compliance issues by 20%.
- Expert in SQL, Python, Tableau, and Power BI, utilizing advanced analytics to improve process efficiency by 25%.
- Skilled in stakeholder communication, presenting actionable business transformation insights to senior leadership through 50+ executive presentations.
- Strong experience in Agile and Scrum methodologies, improving project timelines and delivering iterative improvements.

AREAS OF EXPERTISE

- **Business Analysis & Process Improvement:** Requirement gathering, BRD, FRD, process mapping, gap analysis, workflow automation, stakeholder communication, Agile, Scrum, SDLC, UAT
- **Data Analytics & Reporting:** Advanced proficiency in SQL, Python (Pandas, NumPy), Tableau, Power BI, Alteryx, data visualization, KPI dashboards, predictive analytics, data modeling
- **Tools & Technologies:** Microsoft Office Suite (Excel, Word, PowerPoint, Visio), Balsamiq, JIRA, Confluence, Git, Jenkins, ETL processes, APIs, data integration, system & integration testing
- **Soft Skills:** Strong communication, collaboration, problem-solving, analytical thinking, project management, cross-functional team coordination

EDUCATION

Master of Science (M.S.) in Applied Mathematics (Data Science)

University at Albany, State University of New York, Albany, NY | 08/2022 – 05/2024

Bachelor of Technology (B.Tech.) in Electronics and Communication Engineering

Vignan Institute of Technology and Sciences, India | 08/2017 – 05/2021

CERTIFICATIONS

- Certified Business Analysis Professional (CBAP) IIBA – In Progress (Expected Feb 2025)
- Career Essentials in Business Analysis by Microsoft and LinkedIn
- Data Visualization: Empowering Business with Effective Insights – Forage
- Lean Six Sigma White Belt Certification – CSSC

PROFESSIONAL EXPERIENCE

Office of the New York State Comptroller, USA

June 2024 – Present

Business Analyst (SPET2)

- Leading process transformation for financial audits, improving operational efficiency by 30% through BPM methodologies and process optimization.
- Utilizing Python, SQL, and ETL processes to automate audit data workflows, reducing data processing time by 60%.
- Managing stakeholder engagement through 20+ executive presentations, advocating for audit modernization and process improvements.
- Author BRD and FRD documentation, ensuring regulatory compliance and alignment with business goals.

Office of the New York State Comptroller, USA

October 2023 – May 2024

Business Analyst (SA)

- Led automation initiatives using Python and SQL, reducing manual processes by 55% and increasing operational efficiency by 60%.
- Conducted gap analysis and process redesign, improving compliance monitoring and reducing financial data discrepancies by 30%.
- Executed testing protocols including UAT, achieving a 95% defect resolution rate.

Sodexo, University at Albany, USA

September 2022 – October 2023

Student Assistant

- Optimized procurement processes, improving operational efficiency by 30% and increasing stock accuracy from 85% to 99%.
- Analyzed financial transaction data (\$50K+ monthly) using SQL and Excel, identifying inefficiencies that led to a 15% reduction in procurement costs.

Infor Private Limited, India

August 2021 – April 2022

Associate Software Engineer

- Led WMS optimization initiatives, reducing cycle time by 40% using BPM methodologies and Agile practices.
- Developed scalable ETL pipelines, integrating 18M+ records to improve supply chain analytics and real-time insights.

Cognizant, India

February 2021 – July 2021

Program Analyst Trainee

- Led data migration efforts, implementing automated ETL processes that reduced manual intervention by 40%.
- Conducted system validation and regression testing in UAT environments, ensuring successful deployments with zero downtime.

IEEE, India

June 2018 – January 2021

Project Co-Lead

- Co-led business analysis for IoT-enabled telehealth systems, enhancing patient monitoring efficiency by 40% through process improvements.
- Conducted UAT and stakeholder training, benefiting 10,000+ patients across local healthcare centers.

Bharath Electronics Limited, India

May 2019 – August 2019

Data Analysis Intern (Radar Systems)

- Improved radar system performance, reducing false detections by 20% and increasing radar accuracy by 15%.
- Developed test cases and executed UAT, achieving a 95% success rate in system enhancements.