NEHA MARATHE

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SUMMARY

Analytical and process-oriented Business Data analyst with 3+ years of experience. Proficient in requirement analysis, data validation and troubleshooting data discrepancies within large datasets. Experienced in designing a business process.

SKILLS

- **SDLC Methodology:** Waterfall, Agile (Scrum)
- **Databases:** Oracle Application Express (11g), MS SQL (SSRS, SSMS)
- **Languages:** SQL, Python

- **Platforms / Software / Tools:** Tableau, MS Office Suite (MS Word, MS Excel [Advanced: VLOOKUP / pivot table], MS Visual Studio, PowerPoint), JIRA, Power BI, Confluence, Planview.

EXPERIENCE

02/2018 to Current

SQL Reporting Business Analyst
PCMI Corporation

- Gathered clients' requirements via conducting interviews, JAD sessions, business process descriptions and referencing case scenarios.
- Responsible to write project charter and UI prototype for report generation.
- Actively involved in supervising report prototype process and development code (Stored Procedures)
- Prepared Business Requirement Documents (BRDs) as a key member of Data reporting team
- Created complete project plans by establishing communication with end users
- Responsible for white box testing using SQL/TSQL in User Acceptance Testing (UAT)environment after understanding customer requirements and applying reverse engineering on the developed stored procedures
- Subject matter expert in troubleshooting and providing timely resolution for data discrepancies by working with clients, project managers and internal teams
- Responsible for writing Functional Requirement Specifications (FRS) and point of contact for System Requirement Specification (SRS)
- Designed a business process to track and resolve bugs/ issues for data reporting team, improving bug burn down and client satisfaction
- Performed data analysis, compared millions of the records to identify potential data discrepancies for the policy and claim transactions on monthly basis
- Built a subscriptions process for the recurring task to generate monthly financial statements in FTP
- Owner for Test Planning, Test data Preparation, Issue Resolution and Report Generation to assure that all aspects of a project are in compliance with the Business Requirements
- Volunteered to assist in project management activities like prioritizing tickets and creating workflows
- Supported ad-hoc analysis on the requirements from clients as and when required while completing assigned tasks in time
- Mentored junior business analysts by providing trainings in existing business processes, SQL, JIRA and more

08/2017 to 02/2018

Data Quality Analyst, Ardent ERP

- Responsible for checking the reusability of the scripts developed.
- Performed defect tracking using JIRA and ALM.
- Participated in the Business Requirements Review meetings.

- Conducted status call with clients and prepared status report (daily/ weekly).
- Involved in troubleshooting the scripts in case of failure as a part of maintenance activity on SAP.
- Worked on Certify Dashboard for getting development and execution report.
- Proactively created and maintained risk documents and issue documents wherever issues or risks identified.
- Checked figures, postings and documents for correct entry, mathematical accuracy and proper coding.
- Analyzed issues and recommended corrective actions to improve results

09/2015 to 05/2016

Survey Data Analyst, University of Illinois
- Designed surveys conducted 2000+ telephonic interviews of the end users to gather information on the services provided.
- Performed exploratory data analysis of 5000+ survey findings to provide data insights by studying data patterns.
- Conducted Root Cause Analysis to understand the problem and solved the issues with the help of a team.
- Implemented SQL queries to query the survey datasets.
- Performed data cleaning to remove the duplicates and quality check in an Excel spreadsheet and generated visualizations using pivot table/charts for ad-hoc data analysis.
- Generated data reports using SSRS to provide more user-friendly features adding multiple filters and extract options like .CSV, .PDF etc.

06/2014 to 06/2015

Business Data Analyst, SenseGiz Inc.
- Managed new client relationships while working on several assignments.
- Analyzed workflows performance and complex data sets using R for exploratory data analysis.
- Organized meetings to establish requirements for application enhancements and new product development.
- Helped project managers and senior analysts to prioritize business and information needs.
- Generated reports to summarize the data and built dashboards for visualizing data in Tableau in order to determine the factors that affect the product sales.
- Assisted with redesigning the business processes using Agile methodology and achieved 4.07% increase in revenue generation.

EDUCATION AND TRAINING

2016

Master of Science (MS): Management Information Systems
University of Illinois – Springfield, IL

2014

Bachelor of Engineering (BE): Information Technology
K. J. Somaiya College of Engineering – India

CERTIFICATIONS

- Certified in Business Intelligence by University of Illinois.
- Certified in Business Process Management by University of Illinois
- International Scrum Institute Accredited Scrum Master (Certification ID: 72686014068778)