Shivani Solanki

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# Summary

Highly motivated and detail-oriented Business Analyst with 1 year of experience in gathering and analysing business requirements, collaborating with stakeholders, and creating data-driven solutions to enhance operational efficiency. Proficient in data visualization, requirement gathering, and project documentation using tools like JIRA, Confluence, and Tableau. Strong communicator and problem solver adept at delivering measurable results in dynamic environments.

Key Skills:

* Technical Skills: Data Visualization (Tableau, Advanced Excel), SQL, Python (Basic), SDLC, BRD & FRD documentation.
* Business Skills: Requirements Gathering, Market Research, Critical Thinking, Stakeholder Collaboration, Testing & QA.
* Soft Skills: Communication, Leadership, Time Management, Analytical Thinking,

Experience

# Business Analyst

Digital true technologies • Noida

09/2024 - 11/2024

- Interacted with internal stakeholders to gather, analyze, and document business requirements.

- Designed and developed data pipelines for data acquisition and processing, improving data quality and availability.

- Authored comprehensive BRDs and FRDs, facilitating clear communication between technical teams and stakeholders.

- Collaborated with cross-functional teams to ensure project delivery aligned with business goals.

- Utilized tools like JIRA and Confluence to manage tasks, track progress, and maintain documentation.

Pre-Business Analyst | Largeton Inc

Jun 2023 – Feb 2024

- Conducted market research to identify new business opportunities and potential clients.

- Generated leads through platforms like Upwork, Freelancer, and LinkedIn, increasing client acquisition by 25%.

- Developed and implemented sales strategies to boost revenue and support business growth.

- Maintained strong client relationships to ensure long-term partnerships.

Human resource management | shine web solutions Pvt Ltd.

Feb 2022 – may 2023

* Conducting end to end recruitment.
* Screening of the CV
* Search candidates from portals like naukri etc.
* End to end operation like offer letter, reliving, salary slip etc.

Human resource intern | fluper Ltd

October 2021 – January 2022

* Calling to candidate
* Finding Candida from portals
* Induction part
* Resume screening

## Skills

Data Visualization, Analytical and Research, Problem Solving, Critical Thinking, Requirements Gathering,

Documentation review, SDLC, Testing, Leadership Experience, Time management, Communication skills

Education

MBA in Marketing & Finance | AKT University, Bareilly | Dec 2021.

Bachelor of Commerce (B.Com) | MJPRU, Bareilly | Aug 2019.

Certificate (Course)

Business analyst with SQL and AI (Testbook Edu Solutions Pvt Ltd)

Jun 2024 – Present

* Enhanced skills in Advanced Excel, Tableau, MySQL, and data visualization techniques to analyze and interpret data effectively.
* Developed dashboards to visualize trends and deliver actionable insights.
* Conducted exploratory data analysis, including VLOOKUP, HLOOKUP, and Pivot Tables.

## Languages

English (Fluent) | Hindi (Fluent)

## Portfolio

https://papaik.com/ https://daviscontracting.com/ https://floridasmokedfish.com/ https://rampupstorage.com/ https://djrental.btruetech.com/