

RITU JAISWAL

LinkedIn: <http://www.linkedin.com/in/ritu-j-398193189>

To secure Business Analyst position where I can leverage my skills in Business analysis, AI/ML, Data interpretation, and project management. Seeking a career opportunity to bring details and precision in data analytics. Always excited about learning more as well as discovering new skill areas.

SKILLS

Presentations | Business Requirements | Power BI | Research | SQL (Programming Language) | Business Analysis | Data Analysis | Analytical Thinking

EMPLOYMENT HISTORY

Business Analyst -RBL Bank) on roll of CapSwipe LLP, Mumbai Jun 2019 – Jul, 2019

- Collaborated effectively with stakeholders at RBL Bank to define technical documentation requirements.
- Produced high-quality technical manuals and user guides, enhancing user understanding and system usability.
- Conducted thorough research and analysis to ensure the accuracy and relevance of documentation.
- Managed multiple documentation projects simultaneously, ensuring timely delivery and adherence to project specifications.

Research Assistant | Wrig Nanosystems Pvt Ltd, Delhi Jun 2014 - Jan 2015

- Hired as a Product Specialist following comprehensive training.
- Trained new employees on best practices for quality assurance and database management.
- Led a team responsible for quality assurance and database maintenance.
- Collaborated with senior management to evaluate product performance and resolve issues.

Research Trainee | Wrig Nanosystems Pvt Ltd, Delhi Nov 2013 - May 2014

- Contributed to quality assurance processes, ensuring high standards in biomedical product manufacturing.
- Maintained and optimized database systems to enhance data reliability and accessibility.
- Specialized as a product expert in biomedical manufacturing, delivering essential product insights and support.
- Implemented quality control measures that resulted in reduction in product defects.

INTERNSHIPS

Metaverse AI Business Analyst Internship (Remote) | HRBotics, Noida Sep, 2023 – Oct, 2023

- Collaborated with cross-functional teams to gather, analyze, and document business requirements for the Metaverse project.
- Created flowcharts for requirement for the project to be automated by the technical team. Assisted in data analysis and interpretation, identifying trends and insights to support informed decision-making.

- Prepared and delivered regular progress reports and presentations to stakeholders, providing updates on project milestones and key performance indicators (KPI).

PROJECTS

Power BI | Udemey Course

- Utilized Power BI Desktop to enhance retail data reporting.
- Connected and shaped complex data sets for improved analysis and built detailed and insightful reports.

Christmas Sales Dataset | #dataDNA Challenge OnyxData on LinkedIn

- Analyzed Christmas Sales dataset for #dataDNA Challenge using Power BI.
- Visualized trends and sales data across multiple dimensions, including Payment Methods, Products, and Year-on-Year (YoY) sales.
- Developed comprehensive reports highlighting sales performance during various events.
- Implemented data filtering capabilities by Locations, Shipping Methods, and Online/Offline Transactions.

CERTIFICATION COURSES

- Introduction to Artificial Intelligence from Infosys Springboard, 2024
- Introduction to Machine Learning from Infosys Springboard, 2024
- Python Foundation Certification from Infosys Springboard, 2024
- Microsoft Power BI at Udemey 2023
- Oracle SQL 11g from NIIT

EDUCATION

B.Tech (Biotechnology)	2013
Sam Higginbottom Institute of Agriculture, Technology & Sciences, Prayagraj, U.P.	9.23 CGPA
CLASS XII (ISC Board)	2006
Rani Laxmibai Public School, Jhansi, U.P	77.80%
CLASS X (ICSE Board)	2004
Sacred Heart Convent School, Jhansi, Uttar Pradesh	76.33%

TECHNICAL SKILLS

Reporting Tool *Microsoft Power BI Desktop*

- Developing visual reports, dashboards and KPI scorecards using Power BI Desktop.
- Connecting to data sources, importing data and transforming data for Business Intelligence Visualization Tools.

Databases *Oracle SQL 11g*

Basic Querying using SQL Developer.

LANGUAGES

Hindi | English