**Shaziya Parveen**

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*Analyst with over 8 years of experience supporting business solution software and analyzing business operations. Aiming to utilize my strong prioritization skills and analytical ability to achieve the goals of your company.*

**PROFESSIONAL EXPERIENCE**

DELL TECHNOLOGIES Bangalore, India

*Advisor*

*Department: Consulting Business Enablement June 2016 – Present*

* Setting up processes and re-defining matrix definitions after merger of Dell and EMC consulting
* Consolidating and validating the datasets from both the orgs and preparing the report out of it.
* Working with IT to set up a standalone Workspace for Consulting Ops team
* Develop business architecture using requirements such as scope, processes, and alternatives. Major projects worked till now are Blended Delivery, Capacity Planning, Utilization, Early Demand and Borrow Lend.
* Provide input into developing and modifying systems to meet client needs and develop business specifications to support these modifications.
* Automate reports using VBA/SSIS/SQL/Alteryx/Python.
* Prepare monthly/quarterly report to show business growth and forecasting future.
* Liaise between business and technical personnel to ensure a mutual understanding of processes and applications.
* Building template prototypes for new team members for reporting
* Started using Celonis for process mining and anomaly tracking.
* Work seamlessly with IT, Operations and Enablement teams to effectively manage application code using Microsoft Azure DevOps and working with Development team for resolving the issues after remediation.

DELOITTE Support Services India Private Limited Hyderabad, India

*Analyst*

*Department: R2R Financial Reporting December 2014-May 2016*

* Responsible to produce Daily/Weekly/Monthly Excel Reports for Senior Management
* Automated several excel reports using VBA
* Build tables/views to help automate reports and creating templates to be used regularly
* Draft and maintain business requirements and align them with functional and technical requirements.
* Facilitate monthly meetings with clients to document requirements and explore potential solutions.

UNITED HEALTH GROUP Hyderabad, India

*Report Coordinator*

*Department: RADA November 2013-December 2014*

* Responsible to produce Weekly/Monthly Excel Reports
* Responsible to publish Weekly/Monthly Tableau dashboards to the Client.

**TOOLS & TECHNOLOGIES**

|  |  |
| --- | --- |
| Languages | Python, VBA |
| Database | MS SQL, PostgreSQL |
| Visualization | Tableau, PowerBi |
| Automation | SSIS, Alteryx |
| Reporting Tools | SAP BOBJ, OBIEE, SFDC (Financial Force) |
| Process Mining | Celonis |
| Microsoft Office | Word, Excel, PowerPoint, Outlook |
| ERP | Microsoft Azure DevOps |

**EDUCATION**

|  |  |
| --- | --- |
| **MBA, NMIMS**  *Pursuing MBA(Executive) – Business Analytics* | *GPA – 7.5* |
| **Post Graduate Diploma, CDAC**  *DESD, Feb 2013* | 76 % |
| **B.Tech , UPTU**  *Bachelor of Technology, June 2012* | 70 % |

**ACHIEVEMENTS**

* Won **Spot** for preparing a Quarterly Review Presentation for Sr. Dir in a day
* Won **Bronze** award for automating a critical business report
* Won **Silver** award for setting up a new process for managers to follow for new hire
* Won **Silver** Award for data validation and consolation when DELL EMC consulting merged
* Won **Spot** Award at **Deloitte** for migrating **Excel** Report to **Tableau**
* Won **Above and Beyond** Award at **UHG**