

Triveni Balawat

3700 Casa Verde St., San Jose, CA 95134 | Ph: 857-707-8236 | E-mail: trivenib8557@gmail.com www.linkedin.com/in/balawat

SUMMARY

Business Analyst Professional with 3 years of Experience in Analytics looking for opportunities in the Bay Area

WORK EXPERIENCE

Tree Top

Business Process Analyst

Selah, WA

June. 2020 – Present

- Worked with the Business Intelligence team and Performed **dashboarding** and reporting on Sales Data using Birst
- Utilized Trello for Project management to check the status of the **Projects, tasks and roles**
- Maintained documentation on the Business Processes and End User **training** for Business Users
- Provided Reporting with **SQL on DB2** and utilized the same for root cause analysis

HighRadius Corporation

Associate Consultant

Houston, TX

Nov. 2018 – Apr. 2020

- Worked with clients from **Fortune 50** to solve their business problems via meetings and **on-site across the globe**
- Lead the elicitation and analysis of business requirements and requests from the business, operations, IT and other **stakeholders**
By defining **'As-Is'** process **'to be'** process
- Provide Knowledge Transfer, training to end users, test scripts and translate key business process design decisions into Functional system design specification (**FSD**) documents and provide defect resolution during **ITC, UAT and after go-live (hypercare)**
- **Provided Reporting** in the form of **SQL Queries in SSMS , Advanced Excel** and data visualizations reports with **Tableau and** increased process efficiency **by 30%** saving **\$1 million**

Aon Corporation

Insights & Innovation Intern (People Analytics Intern)

New York, NY

Aug. 2017 – Dec. 2017

- **Researched industry data** internally and externally and lead a project under the PM guidance using Tableau and SQL
- Coded Surveys on Qualtrics, modernsurvey and SurveyMonkey, analyzed the results improving the process by **20%**
- Utilized Project Management approach with Gantt Chart to see the timeline and Efforts of the Project
- Produced reports for Financial Services firms and built PowerPoint decks with **key findings for HR Dashboards**

Prolim Corporation

HR Analyst Intern

Bangalore, India

Jan. 2016 – Apr. 2016

- Performed ad hoc analysis on datasets with Excel which increased onboarding by 200 employees in a period of 4 months
- Generated quarterly reports on Employment, Compensation, Recruitment and Performance KPIs in the form of graphs, charts, tables
- Devised Tableau dashboards to streamline the sales processes and facilitate strategic decisions in clean technology domain
- Created systematic approach to analyze Sales Marketing Data stored in CRM to identify critical KPIs for reporting

TECHNICAL PROFICIENCIES

Programming: SQL

Databases: MySQL, Oracle, MS SQL Server, MS Access, MongoDB, PostgreSQL, MS Excel

Data Visualization: Tableau, Qlik Sense, Power BI, Looker

ETL/ELT: Talend, SSIS, Toad Data Modeler, SSRS

Tools: SAP, Microsoft Project, Microsoft Visio, SharePoint, Minitab, JIRA, Workday

EDUCATION

Northeastern University and Sir MVIT

Boston, MA

Master of Science in Engineering Management, GPA: 3.768

Sep. 2016 – Aug. 2018

Bachelor of Engineering – Telecommunications, GPA 3.5

Sep. 2012 – May 2016