

TARANJEET GILL

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SUMMARY

Business Analyst with 3+ years of experience excelling in Business Requirement gathering, data analysis, and Business Process Modeling. Certified in [Lean Six Sigma](#) and [Google Analytics Individual Qualification](#) for process improvement and BI analytics. Adept in SDLC, Agile, and Waterfall Methodologies, demonstrating expertise in BRD, FRD, and RTM. Proficient in project management tools such as MS Project for planning and scheduling. Skilled in conducting Cost/benefit analysis, Impact analysis, GAP analysis, Risk analysis, and SWOT analysis

PROFESSIONAL EXPERIENCE

IT TRANSFORMATION BUSINESS ANALYST – HOLT CAT, U.S.A

March 2024 - Current

- Spearheaded the requirements gathering process for 5+ departments, including Marketing, Parts, Service, Safety, and HR, and presented findings to IT leadership to evaluate cross-squad impacts, resulting in a 30% reduction in project approval timelines and improved interdepartmental collaboration
- Extracted and analyzed large datasets using SQL to assess performance trends across multiple departments (HR, Safety, Service).
- Led the implementation of an automated License Management System, reducing manual tracking and data entry, cutting operational costs by 45%, and increasing quarterly revenue by 20% due to timely license renewals
- Designed document workflows, business processes, and standard operating procedures using Visio for multiple IT teams, serving over 30 employees, resulting in increased clarity, and elimination of bottlenecks
- Directed the initiative to eliminate outdated FTP protocols and transition to secure file transfer protocols (SFTP), reducing security vulnerabilities and ensuring 100% compliance with vendor security requirements, safeguarding sensitive data from potential breaches

PRODUCT ANALYST INTERN - UHNDER Inc., U.S.A

May - August 2022

- Created a Market Requirement Document by conducting market research and analysis to determine customer needs in collaboration with business and engineering teams, expanding the company's clientele by 35%.
- Developed KPIs dashboards on Tableau, enhancing operational visibility and contributing to faster processes.
- Ran SQL scripts for database querying, data manipulation, and management, consistently enabling informed decision-making.
- Assisted the completion of project in strict accordance with requirements, emphasizing cost control, resource utilization, and on-time delivery and achieved 15% reduction in project costs

BUSINESS ANALYST - KALPATARU POWER TRANSMISSION LTD., INDIA

December 2018 - July 2021

- Gathered business requirements to create Tech Specifications, Business Requirement Document, Data Mapping, and validation rules for 5 projects across 3 regions.
- Collaborated with cross-functional teams to analyze and extract important data trends, contributing to a 25% improvement in project outcomes and strategic planning accuracy.
- Established and fostered relationships with clients and internal stakeholders at all levels, including staff and senior management, to ensure effective communication and collaboration.
- Supported data collection efforts for materials and financial resources, optimizing resource allocation and utilization, which contributed to a 20% improvement in resource tracking accuracy and decision-making.

BUSINESS ANALYST - SODIO TECHNOLOGIES, INDIA

July 2018 – December 2018

- Assisted in maintaining high-quality deliverables by conducting rigorous QA testing and engaging stakeholders in UAT, ensuring 100% solution compliance
- Engaged in daily Scrum meetings with the Project team and change management team to address the requirement updates, change requests, and responsibilities

EDUCATION

The University of Texas at Dallas – Master of Science in Business Analytics

May 2023

Barkatullah University, India - Bachelor of Commerce (Honors in Taxation)

May 2018

TECHNICAL SKILLS AND CERTIFICATIONS

Certifications:

[Google Analytics Individual Qualification](#) | [Lean Six Sigma](#)

Languages:

R, SQL, NoSQL

Methodologies:

SDLC, Agile, Waterfall, Scrum, Xtreme Programming, Kanban

Documentation:

FRD, BRD, SRS, RTM(Requirement Traceability Matrix), MRD

Visualization Tools:

Tableau, Power BI

Tools:

MySQL, Snowflake, MS Office, SAP, JIRA, R Studio, Google Workspace