

HET ASHISHKUMAR PATEL

Business Analyst | Data & Reporting

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PROFESSIONAL SUMMARY

Business Analyst with hands-on experience gathering business requirements from cross-functional stakeholders, analysing operational data, and developing KPI dashboards that support leadership decision-making. Skilled in SQL, Power BI, Tableau, Excel, and Python, with a track record of automating reporting workflows and translating complex data into clear, actionable business insights. Experienced collaborating with HR, Sales, and Operations teams to align analytical deliverables with business objectives. Pursuing Business Analyst and Business Intelligence Analyst opportunities across IT services, analytics, and operations-focused organisations.

CORE COMPETENCIES

Business Requirements Gathering | Stakeholder Communication | Cross-Functional Collaboration (HR, Sales, Operations) | MIS Reporting | KPI Dashboard Development | Business Data Analysis | SQL (MySQL, PostgreSQL) | Microsoft Excel (Advanced) | Power BI (DAX, Power Query) | Tableau | Python (Pandas, NumPy) | ETL & Reporting Automation | Data Cleaning & Validation | Trend & Regression Analysis | Data Storytelling | Agile/Scrum Exposure | Jira | Executive Reporting & Presentations

PROFESSIONAL EXPERIENCE

Jr. Data Analyst Technical Expert – Operations & Analytics | Recruit Riders Technologies Feb 2025 – Present

- Gathered and documented business requirements from HR, Sales, and Operations stakeholders through ongoing working discussions, translating business needs into structured analytical deliverables and KPI dashboards.
- Designed and maintained Power BI and Tableau dashboards tracking 8+ KPIs (time-to-hire, offer acceptance rate, recruiter performance) across 50,000+ candidate records, supporting data-driven hiring decisions for senior leadership.
- Automated ETL pipelines using Python and SQL, reducing manual reporting effort by approximately 40% and improving turnaround time for recurring business reports.
- Produced weekly MIS reports and consolidated business reviews in Excel (Pivot Tables, VLOOKUP, XLOOKUP, VBA macros), serving as a primary decision-support tool for leadership meetings.
- Performed data cleaning, validation, and preprocessing on large operational datasets; applied trend and regression analysis to surface actionable business patterns for non-technical stakeholders.
- Acted as communication bridge between technical teams and business stakeholders, translating complex data insights into clear, executive-level briefings.

Data Analytics & Visualization Simulation | Accenture (Virtual Job Simulation) Dec 2024 – Feb 2025

Virtual job simulation program, not a formal role of employment.

- Coordinated data gathering across 7 datasets and performed gap analysis as part of a simulated end-to-end client engagement, delivering a stakeholder-ready executive presentation with strategic recommendations.
- Identified key trends using structured problem-solving frameworks, translating findings into actionable business insights for senior stakeholders.

Data Science Intern | NullClass (Remote) Aug – Oct 2024

- Conducted EDA and feature engineering on structured datasets to surface key business signals, communicating project progress clearly to team leads.
- Built and evaluated ML classification and regression models to solve real-world business problems, documenting findings in structured reports for stakeholders.

Web Development Intern – React JS | Brainy Beam Technologies Jun – Jul 2023

- Collaborated in an Agile Scrum team to deliver UI components on schedule, coordinating with cross-functional team members on sprint deliverables.

EDUCATION

Bachelor of Engineering – Computer Engineering | Gujarat Technological University | Jul 2024 – Present
Diploma in Computer Engineering (CGPA: 8.81 / 10) | Gujarat Technological University | 2021 – Jul 2024

CERTIFICATIONS

Data Analytics & Visualization Simulation — Accenture (2025)
Git & Version Control Training — IIT Bombay (2024)
Employability Skills Program – Advanced — Wadhvani Foundation (2024)
Python Crash Course — Neural Class Academy (2023)