

# Kairavi Sheth

## Business Analyst

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- Kairavi Sheth
- Valsad, Gujarat

### Education

- Master Of Computer Applications - MCA  
Gujarat Technological University  
Ahmedabad, India  
2020 – 2022
- Bachelor's of Computer Application - BCA  
Veer Narmad South Gujarat University  
Surat, India  
2017 – 2020

### Skill

- Requirements Elicitation
- Documentation: BRD, SRS, FRD
- Wireframing: Lucidchart, drow.io
- Prototyping: Figma, Canva
- Methodologies: Agile, Scrum, Kanban
- Data Visualization: Power BI
- Database: MS SQL, MySQL
- Data Integration: SSIS
- Cloud: Azure
- Project Management: JIRA
- Tools: Microsoft Word, Excel, PowerPoint
- Time & Team Management

### Certifications

- Microsoft Certified  
Power BI Data Analyst Associate
- Microsoft Certified  
Azure Data Fundamentals
- Microsoft Certified  
Azure Fundamentals

### Profile

Business Analyst with over 3 years of experience translating complex business needs into actionable insights. Skilled in requirements elicitation, process modeling, and implementation management. Strong Agile background, including Scrum, with expertise in backlog management, user stories, and acceptance criteria. Proven track record in delivering BI solutions that drive strategic decision-making and align with business goals.

### Professional Experience

- Business Analyst** 2024 – present  
Croma Technolabs, Ahmedabad
  - Analyzed and documented various business processes, systems, and data to identify inefficiencies and recommend opportunities for improvement.
  - Developed comprehensive documentation to outline proposed business process enhancements and assess their potential impact on operations.
  - Collaborated with cross-functional teams to implement solutions, ensuring alignment with business objectives and stakeholder requirements.
  - Continuously monitored and evaluated performance metrics to assess the effectiveness of changes and provided recommendations for further enhancements.
- Business Intelligence Analyst** 2022 – 2024  
Rishabh Software, Vadodara
  - Provided dynamic BI development services for clients in the US and UK markets, specializing in diverse domains including Sales, Finance, Healthcare, Churn Analysis, Risk Analysis, and Supply Chain.
  - Developed and implemented tailored BI solutions, significantly improving client data insights and decision-making processes.
  - Contributed to a key Customer Relationship Management project, enhancing Lead-to-Opportunity tracking, which improved sales conversion rates and customer retention.

### Projects & Key Achievements

- Successfully translated stakeholder requirements into technical specifications, ensuring seamless collaboration between business and technical teams.
- Created comprehensive functional documentation in Confluence, improving team collaboration and onboarding efficiency.
- Designed and implemented business process models to clarify workflows and identify inefficiencies.
- Enhanced project delivery efficiency by implementing Agile best practices and backlog prioritization.