

BALACHANDAR JAYAVELAN

BUSINESS/DATA ANALYST

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OBJECTIVE

A proactive and fast learning individual seeking an opportunity to work as a dynamic analyst utilizing analytical & methodical skills and relevant expertise to help the company achieve business goals while sticking to vision, mission and values.

ACADEMIC PROFILE

- Bachelor Degree in Aeronautical Engineering (Anna University 2011 - 2015) CGPA : 6.37
- High School (12th): 83.08%(Matriculation) & SSLC (10th): 87% (Matriculation)

TECHNICAL SKILLS:

- Microsoft Excel
- Microsoft Power BI, Power Apps, Power Automate, SharePoint
- Microsoft SQL & PostgreSQL
- Agile Methodology

EXPERIENCE:

Employer: Arctern Consulting Pvt Ltd., Remote

Designation: Business Analyst

Duration: August 2021— Current

KEY RESPONSIBILITIES:

- Managing different VMSs such as SAP Fieldglass, IQN and VectorVMS for clients.
- Acting as a Liaison between the client and the organization about the ongoing process and new Change Management and Supporting the PMO in project deliveries.
- Performing Solution Validation as a part of Agile process in the implementation
- Conducting the daily scrum and maintaining the backlog file
- Leading the global calls among the organization and the program teams to sort out the issues faced by the clients and program teams.
- Performing UAT before implementing on the Production Site.
- Creating and managing the Reports in SAP Fieldglass and IQN clouds.
- Performing EDA using MS Excel to upload the data which result in major changes in the VMS to meet the change management requests.
- Create reports for the programs to meet the variance analysis and financial analysis requirements.
- Extracting, cleaning and preparing the data to support the Billing/invoicing that boosts the Business Revenue of the week

Tools/Environment: MS Excel, Agile, Scrum SAP Fieldglass, IQN-Beeline, VectorVMS and Solarwinds

Employer: Prozus Private Limited, Remote/Chennai

Designation: Data Analyst

Duration: November 2020 — June 2021

KEY RESPONSIBILITIES:

- Creating beautiful dashboards in Power BI desktop using DAX Queries.
- Developing PowerApps, Power Automate solutions for the internal processes.
- Updating MS SQL Server to manage the pipelines of data transfer by enabling/disabling through SFTP.
- Access Azure Data Factory to trigger the pipelines to Ingest the data.
- Diagnosing pipelines' failure in Databricks and raising the tickets to the platform team.
- Checking the path of file storage in Azure Datalake and monitoring the status in PowerBI

Tools/Environment: Microsoft Azure, Microsoft SQL, MS Excel, JIRA, Power BI, Power Apps, Power Automate, SharePoint

Employer: HTC Global Services Inc., Chennai

Designation: MIS Analyst - HR Data Analysis

Duration: June 2019 — October 2020

KEY RESPONSIBILITIES:

- Data Reports based on MS Excel with Vlookup, Hlookup, Pivots, Analytical Charts, Index, Match and other Advanced Formulae.
- Maintaining and **Administering the OpenERP, SAP Fieldglass and VMS tool.**
- Perform the financial and variance analysis every quarter and report it to the management.
- Coordinating with development team to handle the OpenERP efficiently.
- Providing the information to the Management and the IT Recruiters.
- Provide Basic and Advanced training on MS Excel to the member of Talent acquisition team.
- Working closely with the Management to understand the nature of Data needed and providing it in timely intervals.
- Conducting meeting with Business Heads and Recruiters and understanding the needs of the Business.
- Provide all the necessary information to the IT recruiters to work seamlessly.
- To verify and review each and every member's productivity at the end of each month.

Tools/Environment: MS Excel, OpenERP, SAP Fieldglass

Employer: AdPay Mobile Payment India Pvt. Ltd, Chennai

Designation: Product/Project Analyst

Duration: December 2017 — January 2019

KEY RESPONSIBILITIES:

- Performing Exploratory Data Analysis using MS Excel
- Mobile applications management (Android/iOS) using Agile methodology
- Conducting the daily scrum and maintaining the Product and Sprint backlog
- Coordinating with RBI for licensing of AdPay Wallet.
- Gathering business requirements based on the requests and identifying its impacts by working with the technical team for solutions.
- Perform the financial and variance analysis every quarter and report it to the management.
- Working with Project Managers and Product, Sales and Operation team to meet the requirements, to perform testing and to deliver end-to-end solution, including reviewing of other interface functional specifications and external parties' specifications.
- Responsible for the preparing and review of various MIS / Variance Analysis and responsible for working on Ad-hoc reports by gauging the requirements from stakeholders.
- Specialized reports on the revenue from various platforms including Telecom, VAS including the invoicing processes and Application development.

Tools/Environment: MS Office, Jira, Confluence, Agile

