

Janhavi Vijay Borhade

Trainee Business Analyst

✉ janhavi.borhade@gmail.com ☎ 9028175182

Trainee Business Analyst with 1+ years of experience in Business Operations domain .Seeking to employ my strong analytical ability ,data management skills to contribute effectively for attaining organization goals, thereby, building my experience in new roles providing scope for upward movement of my career graph.

Content of Profile Summary

- **KPI Analysis** - Analyzing Activity Rate ,Utilization rate, Billability Rate
- **Monthly Business Reviews**- Data collection ,Analysis of collected data and Presentation of it to Business operation Heads.
- **Timesheet checks** – To Keep a check on Timesheet completion to improve the KPI's
- **Keep Record of Savings**-Monitoring and recording of Savings in the Practice using tool DIARIE, Presentation of the same to global team Weekly.
- **Resource Analysis**- Preparing Budget, People Equation
- **Providing Data and giving suggestion based on analysis for betterment of Business**- Analyzing Rampdown, Business Development ,KPI's ,TS completeness

Skill Matrix

- Certified in Advance Excel, MS-CIT
- Tally ERP certified.
- IIBA certified Business Analyst Course (in progress)(expected completion Apr 2025)

Software Proficiencies

- **Requirements Management & Document deliverables:** Clarity , DIARIE, Using Power BI ,GMC Dashboard
- **Design Documentation:** MS Office toolset (MS Word, Excel, PowerPoint, OneNote)

Professional Experience

ATOS Global

Trainee Business Analyst

Pune

Aug 2022-Oct2023

Academic Qualifications

- **Pursuing PhD in Accouting**_(Savitribai Phule Pune University).
- **Masters in Commerce** (Savitribai Phule Pune University,2021) with First class with Distinction.
- **Bachelors in Commerce** (Savitribai Phule Pune University,2021) with First class.
- **HSC** (HSC Board Maharashtra) with Distinction
- **SSC** (SSC Board Maharashtra) with Distinction

Personal Details

- Name : JANHAVI VIJAY BORHADE
- Address : 'Poorti' Bunglow, S.No 47/1/2,Vadgaonsheri ,Pune-14
- Date of Birth : 9th November,1998.
- Marital Status : Single.
- Gender : Female.
- Nationality : Indian.
- Language Known : English, Marathi, Hindi.
- Hobbies : Singing, Art&Craft.

Declaration

I certify that the details furnished by me above, are true and to the best of my knowledge and belief.

Date:

Place: Pune

JANHAVI. V. BORHADE