

# DEVSHREE PATIL

■ ppdevshree@gmail.com | ■ 6269056710 | ■ Jaipur, India

## PROFESSIONAL SUMMARY

Aspiring Business Analyst with 3+ years of professional experience (including 2 years relevant to business analysis). Skilled in requirement analysis, Agile methodology, cross-functional collaboration, process optimization, and risk management. Strong problem-solving abilities with hands-on experience in project management, documentation, and user acceptance testing. Proficient in Excel, Power BI, and business process improvement.

## WORK EXPERIENCE

Content Writer | Innovana Think Labs Limited

Feb 2022 – Present | Jaipur, India

- Conducted research and prepared structured documentation to support business objectives.
- Collaborated with cross-functional teams to ensure alignment of deliverables with organizational goals.
- Analyzed engagement data to provide actionable insights for content and process improvement.
- Gained transferable skills in requirement analysis, reporting, and project monitoring.

Content Writer / Analyst | PAV Technologies

Jan 2021 – Jan 2022 | Jaipur, India

- Supported business analysis tasks including requirement documentation and data handling.
- Assisted in preparing reports and dashboards for client presentations.
- Worked closely with technical and managerial teams to streamline processes and track deliverables.

Content Writer | Write Smarter

Jan 2020 – Dec 2020 | Jaipur, India

- Researched and created content aligned with business needs.
- Documented findings and collaborated with clients for clarity in requirements.
- Developed foundation skills in structured writing and problem solving.

## EDUCATION

- Business Analytics Course – Focused on Use Cases, BRD, SRD, Process Flows, and Dashboards.
- Bachelor of Commerce (B.Com) – Rajasthan University.
- Diploma in Management Accounting – CIMA.

## PROJECTS (Coursework & Practice)

- Prepared BRD, SRD, and Use Cases during BA training.
- Created workflow diagrams and UML diagrams for system processes.
- Developed a Sales Dashboard (Excel & Power BI) to analyze trends.
- Designed Content Performance Report (Excel) to assess improvement areas.

## KEY SKILLS

- Agile Methodology
- Requirement Analysis
- Risk Management
- Cross-Functional Collaboration
- Business Process Optimization
- Problem Solving & Decision Making
- Project Planning and Monitoring
- Monitoring Deliverables & Timelines
- User Acceptance Testing (UAT)
- Client and Stakeholder Communication
- Cross-Selling and Value Creation
- Tools: Excel (Advanced), Power BI (Beginner), MS Word, ChatGPT