NAJMUDHEEN THAZHATHE KALATHIL

Fort collins, CO | 970-694-6999 | thazhathe.kalathil@gmail.com **|** https://najmudheen.com/

BUSINESS ANALYST
DATA ANALYTICS ♦ AGILE/SCRUM & WATERFALL METHODOLOGIES

PROFESSIONAL SUMMARY

- Results-oriented **Business Analyst with 4+ years of experience in requirement analysis, BI reporting, and workflow automation across retail and technology domains.**
- Proven ability to collaborate with **cross-functional teams** to gather and translate **business needs** into **functional requirements**.
- Adept in **data analytics** using **Power BI**, **SQL**, and **Python** to develop **dashboards** and **automate processes**, improving **decision-making** and **efficiency**.
- Strong experience in **Agile** and **SDLC** environments, working closely with **QA**, **developers**, and **stakeholders** to drive **delivery excellence**.
- Recognized for improving **operational performance** through **business process reengineering** and **digital transformation**.

AREAS OF EXPERTISE / SKILLS

Business Analysis: Requirements Gathering, Stakeholder Engagement, Process Mapping, Workflow Automation | **Data & BI Tools:** Power BI, SQL, Tableau, Excel, Microsoft Power Automate | **Technical Skills:** Python, SQL Server, MySQL, UML, JIRA | **Project Management:** Agile, Scrum, SDLC, Wireframing, User Stories | **Certifications:** Business Intelligence, application development, PM | **Soft Skills:** Leadership, Problem-Solving, Conflict Resolution, Detail-Oriented

PROFESSIONAL EXPERIENCE

T.K. Smart-Supply Wholesale   **June 2022 - Jan 2024**
Business Analyst

*As a **Business Analyst**, I led the full lifecycle of digital transformatíon and process optimization project, from initial **requirements gathering** to final implementation, driving operational efficiency through automation and data-driven insights. I collaborated with cross-functional teams to develop scalable solutions, improve workflows, and support strategic decision-making.*

- Conducted comprehensive **business requirements gathering** through stakeholder interviews, process observation, and document analysis to define project scope and deliverables.
- Created detailed **Business Requirement Documents (BRDs)** and **Functional Specification Documents (FSDs)**, ensuring alignment with stakeholder expectations and technical feasibility.
- Performed **gap analysis** and **process mapping** to identify inefficiencies in **inventory**, **sales**, and **procurement workflows**, recommending automation opportunities.
- Led the design and implementation of automated systems using **Power BI**, **SQL**, and **Microsoft Power Automate**, improving **reporting accuracy** and reducing **manual workload** by **40%**.
- Developed and maintained **interactive dashboards** and **KPI reports**, enabling real-time **business performance tracking** and reducing **stock redundancies** by **30%**.
- Facilitated **daily standups**, **sprint planning**, and **retrospectives** in an **Agile** environment, working closely with **developers**, **QA analysts**, and **product owners** to ensure timely delivery.
- Coordinated **user acceptance testing (UAT)**, documented test cases, tracked defects, and ensured resolution before deployment.
- Delivered ongoing **stakeholder communication**, including status reports, risk mitigation plans, and roadmap updates to ensure alignment and transparency.
- Supported **change management** efforts, including user training and SOP documentation, to ensure smooth adoption of new tools and processes.

Data Analyst/Business Analyst cont.

E-Soft Technology Solutions   **July 2020 - May 2022**
Data Analyst/Business Analyst

*Served as a hybrid **Data Analyst** and **Business Analyst**, leading efforts in **business intelligence, data reporting,** and **process improvement** initiatives for enterprise clients. Partnered with business and IT teams to deliver actionable insights, optimize reporting infrastructure, and support strategic decision-making through data.*

- Gathered and documented **business requirements** for BI dashboards and data reporting tools by liaising with **stakeholders**, **business users**, and **project managers**.
- Designed and implemented **Power BI dashboards** and **SQL-based reports** to provide real-time visibility into KPIs, improving reporting efficiency by **40%**.
- Migrated legacy reports from **Tableau** to **Power BI**, resulting in a **25% cost reduction** and improved accessibility for non-technical users.
- Conducted **data profiling**, **cleansing**, and **validation** to ensure the accuracy and consistency of reporting data across platforms.
- Worked with **cross-functional teams** including developers, testers, and business units to validate technical solutions aligned with functional requirements.
- Performed **root cause analysis (RCA)** on data discrepancies, recommending data model enhancements and business rule adjustments.
- Contributed to the development of **ETL logic** in collaboration with the data engineering team, improving report generation times and data accuracy.
- Created documentation such as **data dictionaries**, **reporting guides**, and **user manuals** to support system adoption and training.

Turbo Institute of Aviation Technology   **Nov 2019 -June 2020**
Technician

- Supported **aircraft system testing** and basic **technical diagnostics**.
- Helped with **maintenance schedule analysis** to reduce delays.
- Assisted in documenting **workflows** and ensuring **compliance** with safety procedures.

ACCOMPLISHMENTS

- ➢ Automated key sales and inventory workflows at **TK Business Solutions**, reducing manual workload by **40%** and improving **operational efficiency**.
- ➢ Developed and deployed **Power BI dashboards** integrated with **SQL**, resulting in a **30% reduction in stock redundancies** through real-time data insights.
- ➢ Migrated enterprise reporting systems from **Tableau** to **Power BI** at **E-Soft Technology Solutions**, achieving **25% cost savings** and enhancing usability.
- ➢ Improved **report generation speed by 40%** by optimizing **SQL queries** and restructuring data pipelines, accelerating decision-making cycles.
- ➢ Led stakeholder sessions to refine **functional requirements**, resulting in a **20% increase in stakeholder satisfaction** and clearer project alignment.

EDUCATION

Master of Science in Computers Information's Systems | **Colorado University** | **Fort Collins,CO**
B.S Aircraft Maintenance | **Kharkiv National Airforce University** | **Kkarkiv, Ukraine**