

Shaileja Kuthuru | shailejak.com

IT Systems Analyst | Business Analyst | Data Analyst | SQL | Python | Power BI | UAT | AI

Contact: +1(401) 422-8524 Email: kuthurushaileja@gmail.com LinkedIn: [Linkedin.shailejakuthuru](https://www.linkedin.com/in/shailejakuthuru)

PROFESSIONAL SUMMARY:

System Analyst and Data Analyst with 2+ years of experience delivering data-driven solutions across Finance, Operations, Compliance, and E-commerce domains. Experienced in requirements gathering, stakeholder management, KPI development, UAT coordination, dashboard development, and process improvement initiatives. Proficient in SQL, Python, Power BI, AWS, and business intelligence reporting. Demonstrated success in translating business requirements into analytical solutions that improve operational efficiency, reporting accuracy, and decision-making.

TECHNICAL SKILLS:

Data Analysis & Programming: Python, SQL (MySQL), DAX, Power Query, Exploratory Data Analysis (EDA), Excel

Business Intelligence (BI): Power BI Dashboard Development, KPI Definition & Reporting, RFM Segmentation, Churn Analysis.

Cloud Computing & Automation: AWS (S3, EC2, RDS), Git, Python-based Automation.

Data Management: Data Cleaning & Transformation, Data Validation, Requirements Gathering, UAT.

Functional Competencies: Stakeholder Engagement, Executive Communication, Operational Performance Improvement, Cross-cultural Adaptability.

PROFESSIONAL EXPERIENCE:

IT Systems Analyst, Ventois | Remote | Nov 2025 – Aug 2026

Environment: SQL, Python, Power BI, AWS

Role scope: Individual contributor supporting ~15 stakeholders across Operations, Finance, and Compliance

- Analyzed and resolved 25–30 monthly application and system issues involving software functionality, data discrepancies, user access, and system configurations.
- Investigated cross-system data issues using SQL, identifying and resolving recurring inconsistencies across datasets containing 100,000+ records.
- Developed Python automation scripts for data validation and operational checks, reducing repetitive manual work by approximately 10–12 hours per month.
- Coordinated requirements gathering and UAT activities with 10–15 business stakeholders, documenting test scenarios, defects, expected results, and system enhancement requests.
- Supported application and reporting enhancements using SQL, AWS, and Power BI, improving the accuracy and availability of operational information used by 15+ stakeholders.
- Created troubleshooting procedures, technical documentation, and knowledge base articles for recurring system issues, helping reduce repeat investigation time by approximately 15–20%.

Data Analyst, NeoTech Cloud | NJ | Jan 2024 – Oct 2025

Role scope: Individual contributor within a 5-member analytics team, supporting ~20 business users

- Enhanced e-commerce reporting workflows using **SQL, Python, and AWS**, improving data availability and refresh consistency for daily and weekly analytics.
- Led requirement-gathering and UAT discussions with **Business, Operations, and Engineering** teams, improving dashboard clarity and stakeholder adoption.

- Partnered with Operations and Finance teams to define KPIs and resolve cost and sales data mismatches, identifying **5–6 actionable insights** related to margin and expense tracking.
- Designed **Power BI dashboards** to monitor sales performance, costs, and vendor metrics, enabling **15–20 stakeholders** with self-service access to insights.
- Automated weekly reporting and ad-hoc data extracts using **Python**, saving approximately **15–20 hours per month** across the team.

System Analysis Intern, DRDO | India | Jan 2022 – Mar 2022

- Automated data preprocessing and analysis tasks using Python, reducing manual effort by 15–20% for recurring research datasets.
- Collaborated with research and lab teams to define and apply basic data cleaning and validation standards, improving dataset consistency across experiments.
- Identified and resolved common data issues such as missing values and duplicates, uncovering 3–4 recurring quality problems in incoming datasets.

TECHNICAL PROJECTS: github.com/Shailleja

Customer Behavior Analysis (Retail) - Python, SQL, Power BI

- Analyzed transactional retail data (tens of thousands of records) to improve data quality and analytical readiness.
- Performed customer segmentation and purchasing behavior analysis to identify key buying patterns.
- Designed an interactive **Power BI dashboard** presenting customer insights, trends, and performance metrics to support marketing decisions.

E-Commerce Customer Purchase Behavior Analysis - Python, SQL, MySQL

- Conducted **RFM (Recency, Frequency, Monetary) segmentation** to classify high-value and at-risk customers.
- Analyzed churn patterns, monthly sales trends, and category performance using SQL and Python.
- Identified revenue drivers and retention opportunities to support data-driven business strategies.

Amazon Sales Dashboard Analysis - Power BI, SQL, DAX, Power Query

- Designed an interactive **Power BI dashboard** to analyze Amazon sales performance across time and categories.
- Developed KPIs including **YTD/QTD Sales, Products Sold, and Customer Reviews** using DAX.
- Used Power Query for data cleaning, transformation, and data modeling to ensure reporting accuracy.

EDUCATION:

Anderson University, Anderson, SC

August 2026 – Expected May 2029

Doctor of Education (EdD) in Leadership and Artificial Intelligence

Clark University, Worcester, MA

Master of Science in Information Technology – GPA: 3.67/4.0

August 2022 – December 2023

Gurunanak Institute of Technology, India

Bachelors in ECE – GPA: 3.4/4

June 2018 – June 2022

CERTIFICATIONS:

AWS Certified Solutions Architect – Associate , AWS Certified Cloud Practitioner

IBM Data Science Professional Certificate