

Harsimarpreet Singh Sahota

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SUMMARY

Detail-oriented Business Analyst with practical experience in requirements gathering, UAT coordination, and data-driven process improvement within Agile environments. Demonstrated ability to work with 8+ cross-functional stakeholders, reduce manual reporting efforts by 10 hours weekly, and deliver structured user stories and acceptance criteria. Combines technical proficiency in SQL, Tableau, and Excel with strong stakeholder communication skills to bridge business and technology teams. Actively building expertise in business analysis through advisory simulations with PwC and KPMG.

WORK EXPERIENCE

Headway Software Solutions, Calgary, Canada *Business Analyst Intern*

Jan 2026 – Jun 2026

- Elicited, analyzed, and documented business requirements for software solution projects from 8+ cross-functional stakeholders and SMEs, facilitating requirements workshops and translating business needs into 25+ user stories, acceptance criteria, BRDs, and FRDs that improved sprint delivery efficiency by 20%.
- Leveraged SQL, Excel, and Tableau to analyze operational data, develop interactive dashboards, and reduce weekly manual reporting efforts for leadership teams by 10 hours.
- Conducted business process analysis through stakeholder interviews, BPMN process models, swimlane diagrams, and current-state/future-state mapping for 10+ workflows, identifying improvement opportunities that reduced manual process dependencies by 25% and improved operational efficiency.
- Reduced post-development defects and rework by 30% by coordinating requirement validation, UAT activities, project risk tracking, and stakeholder communications with product owners, developers, and QA teams, ensuring alignment between business requirements and delivered solutions.

PROJECTS

Northwind Traders Sales Analytics & Business Intelligence | SQL, MySQL, Data Modeling

- Analyzed end-to-end sales operations across customers, products, orders, and logistics to identify revenue drivers, customer spending patterns, and operational efficiency opportunities.
- Applied advanced SQL techniques (joins, aggregations, subqueries, CTEs) to evaluate product performance, sales trends, employee revenue contribution, and shipping efficiency, translating findings into actionable business recommendations for revenue optimization and logistics improvement.

Retail Profitability Analysis Dashboard | Tableau, Excel

- Built an interactive Tableau dashboard analyzing 4 years of Superstore sales data across products, categories, states, and time periods, identifying the Top 10 loss-making products and uncovering regional performance patterns to support portfolio optimization.
- Designed drill-down analysis, geographic mapping, and trend reporting to surface underperforming segments and present profitability recommendations simulating an executive strategic review.

HR Analytics Dashboard | Excel, Pivot Tables, Power Query, Data Visualization

- Developed a self-service HR Analytics Dashboard in Excel analyzing workforce data for 1,470 employees, tracking 5 key KPIs (attrition rate, active employees, demographics) to support workforce performance monitoring and retention planning.
- Identified high-risk attrition segments across departments, age groups, education levels, and job roles, presenting data-driven retention strategy recommendations to simulated HR leadership.

EDUCATION

Southern Alberta Institute of Technology(SAIT), Calgary, Canada

Sep 2024 – Aug 2026

Diploma in Software Development

CERTIFICATIONS AND KEY SKILLS

Professional Development and Certifications: PwC Technology Consulting Simulation - Forage (Jun 2026) • KPMG Advisory & Data Analysis Simulation - Forage (May 2026)

Tools: Microsoft Excel • Tableau • Power BI

AI Productivity Tools: ChatGPT • Microsoft Copilot • Claude • Google Gemini • Perplexity

Technical Skills: Requirements Gathering & Analysis • User Stories & Acceptance Criteria • SQL • Dashboard Development & Data Visualization • Agile & Scrum • SDLC • Process Mapping • Gap Analysis • Stakeholder Analysis • BRD/FRD Documentation • Business Process Modeling

Soft Skills: Stakeholder Communication • Analytical Thinking • Problem Solving • Critical Thinking • Active Listening • Presentation Skills