

SHUBHAM TAMBE

Business Analyst – Data & Reporting | Power BI | Snowflake | Requirements & UAT

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PROFESSIONAL SUMMARY

Business Analyst with 5+ years of experience supporting data, reporting, business process, and technology initiatives through requirements gathering, business and functional requirements documentation, report development, data analysis, UAT, and process improvement. Hands-on experience with Power BI, Snowflake, SQL, Oracle, Python, Advanced Excel, and data reconciliation. Skilled in performing root-cause analysis of data errors, validating reporting outputs, documenting data flows and business processes, and translating business needs into technical and reporting solutions. Experienced in collaborating with business, technical, engineering, operations, and cross-functional stakeholders throughout the project lifecycle, including requirements analysis, testing, implementation support, issue resolution, and stakeholder presentations. Strong analytical, interpersonal, written, verbal, and presentation communication skills with the ability to work independently under limited supervision and manage multiple priorities.

TECHNICAL SKILLS

Business Analysis: Requirements Gathering, Requirements Elicitation, Business Requirements, Functional Requirements, BRDs, User Stories, Acceptance Criteria, Business Rules, Requirements Documentation, Requirements Analysis, Gap Analysis, Business Process Analysis, Process Evaluation, Process Improvement, Process Mapping

Data & Reporting: Power BI, Snowflake, SQL, Oracle, Python, Pandas, Advanced Excel, Tableau, Report Development, Dashboard Development, KPI Reporting, Data Analysis, Data Validation, Data Reconciliation, Data Quality Analysis, Root-Cause Analysis, Data Error Investigation, Data Publishing Support

Documentation: Data Flow Documentation, Reporting Logic Documentation, Business Process Documentation, Process Procedures, Source-to-Target Mapping, Data Source Documentation, Reporting Requirements, Technical Documentation

Testing & Implementation: User Acceptance Testing (UAT), UAT Test Scenarios, Acceptance Testing, Defect Tracking, Data Validation Testing, Implementation Support, Production Readiness Validation, Issue Resolution

Project & Stakeholder Management: Stakeholder Management, Cross-Functional Collaboration, Business and Technical Team Coordination, Project Lifecycle Support, Project Coordination, Work Request Management, Risk and Issue Communication, Findings and Recommendations, Presentation to Technical and Non-Technical Stakeholders

Tools & Methodologies: Jira, Confluence, Azure DevOps, Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Microsoft Office Suite, Agile, Scrum, SDLC

PROFESSIONAL EXPERIENCE

Business Analyst - Data & Analytics | Federal Home Loan Bank of New York

Feb 2025 – Sep 2026

New York, NY | Hybrid

- Gathered, analyzed, and documented business and functional requirements through stakeholder interviews and working sessions, defining reporting needs, data requirements, business rules, scope, success criteria, and acceptance criteria for data and technology initiatives.
- Developed and maintained Power BI dashboards and reports using Snowflake, Oracle, SQL, and Excel, translating business requirements into actionable reporting solutions for business and management stakeholders.
- Performed data analysis, data validation, reconciliation, and root-cause analysis of data errors, investigating reporting discrepancies across multiple data sources and partnering with technical teams to resolve data-quality issues.
- Created and maintained data-flow documentation, reporting logic, data-source mappings, process documentation, and business rules to ensure consistent, accurate, and repeatable reporting processes.
- Supported UAT and implementation activities by validating report outputs against requirements and source data, identifying defects or discrepancies, communicating findings, and confirming that delivered solutions met expected business outcomes.
- Partnered with business, engineering, operations, and technology teams to assess business processes and reporting workflows, recommend process improvements, manage multiple work requests, and present project updates, risks, issues, findings, and recommendations with limited supervision.

Business Analyst (Sales & Marketing Analytics) | Hotel Jerome

May 2019 – Dec 2022

Auberge Resorts Collection | Aspen, CO | Hybrid

- Partnered with Sales, Marketing, Finance, and Operations stakeholders to gather, analyze, and document business and reporting requirements and translate them into reports, dashboards, KPIs, and analytical solutions.
- Developed and maintained SQL-based reports, Power BI dashboards, KPI reporting, and operational metrics to support leadership reporting, business-performance monitoring, and data-driven decision-making.
- Analyzed customer, revenue, sales, and operational data using SQL, Python, and Advanced Excel, validating results and identifying trends, performance drivers, reporting issues, and process-improvement opportunities.
- Improved reporting and business processes by automating recurring reports, standardizing reporting workflows, validating data outputs, and maintaining business, process, and reporting documentation.
- Collaborated with technical and non-technical stakeholders to manage reporting requests, communicate analytical findings, project updates, business issues, and recommendations, and support timely delivery of reporting initiatives.

EDUCATION

Master of Science (M.S.) in Business Analytics | Quinnipiac University

Jan 2023 – May 2025

GPA: 3.5

Relevant Coursework: Machine Learning, Predictive Analytics, Python, R, Data Mining, Statistical Analysis, Data Visualization