

TAVISHI CHATURVEDI

Boston, MA | +1 857(540)9663 | tavishi.work@gmail.com | www.linkedin.com/in/tavishi/

SUMMARY

Business analyst with 5+ years of experience solving operational and data problems across healthcare, HR, and business operations. I turn complex requirements into dashboards, process fixes, and automation, reducing turnaround times by 50%, clearing high-volume backlogs with 90%+ success, using various analytical tools and system.

Skills

- Analytical & Data** • SQL, Python, R Studios, Tableau, Power BI, SAS, SPSS
Soft skills & Methods • Detail-oriented, analytical problem solver, independent contributor, collaborative, standard workflow
Tools & System • Salesforce, JIRA, AI for business, Google Suits

EXPERIENCE

BABSON COLLEGE, MA, USA

May 2025 - Dec 2025

Data Specialist

- Resolved unclear legacy data by leading Salesforce migrations, accurately mapping and validating records while digitizing 500+ records weekly, improving data accuracy and retrieving in minutes for Advancement Services
- Created SOPs, KPI and data analysis reports for student-data workflows, reducing training time from 3 weeks to 10 days

Donor Relations Specialist

- Owned the full donor-reporting lifecycle from intake to delivery by designing a Python automation pipeline (Pandas, PyPDF2, openpyxl), converting 3 to 4 month manual process into one-click execution and delivering 300+ executive-ready reports in 1 day to the President, VPs, and Directors
- Translated the full technical workflow into clear documentation for non-technical teams to ensure adoption and process continuity.

AMAZON DEVELOPMENT CENTER

Dec 2020 - June 2024

Employee Relations and Support, HR

- Led end-to-end workflow improvements by translating business requirements into Excel and Salesforce solutions, coordinating across teams and timelines to deliver a 60% performance improvement.
- Directed the onboarding and training of 15+ new hires by creating detailed training guides, establishing feedback loops, and monitoring progress throughout the 90-day ramp-up period
- Awarded for the customer-centric approach with 87% positive feedback from clients.

HR Specialist

- Managed high-volume employee data cases and ticket requests across UK and European regions, coordinating with internal teams and users through to resolution; supported system upgrades that improved data accuracy and reduced processing time by 20%.
- Addressed and resolved employee issues related to payroll, absences, benefits and other HR operations across multiple geographies daily upto 60 cases, reducing complaints by 76%

IKS HEALTHCARE

June 2019 - Dec 2020

Revenue Cycle Officer

- Identified bottlenecks in end-to-end healthcare claims workflows by analyzing high-priority cases in Athena, reducing claim turnaround time by 50% and improving operational efficiency.
- By performing large-scale data analysis on unpaid claims, uncovering denial patterns and root causes, transformed manual claims analysis into a structured system, enabling the team to clear backlogs with a 91% success rate.
- Built performance-tracking mechanisms by developing dashboards and metrics for turnaround time, denial reasons, and revenue impact; partnered with BCBS, Medicare, and U.S. stakeholders to operationalize insights, supporting compliance and data-driven decision-making.

EDOMOTICS PVT LMT, India

March 2019 - June 2019

Associate Analyst Intern

- Maintained accurate, compliant records across multiple platforms by supporting C-suite leadership with go-to-market planning, ensuring customer requirements and deliverables were consistently tracked, reflecting customer-facing collateral
- Tracked asset-related requirements across IT and operations by maintaining accurate records, ownership, and status updates across systems, improving brand visibility and data integrity.

EDUCATION

BABSON COLLEGE, F.W. OLIN GRADUATE SCHOOL OF BUSINESS, MA M.S. in Business Analytics (STEM)

Sept 2024 - Dec 2025

Courses: Advance Business Programming - SQL & Python, AI for business, ML with R, Tableau, Power BI, Story Telling through Dashboard Creation, Marketing Analytics with SAS, Econometrics with R

ST. ANN'S COLLEGE FOR WOMEN, OSMANIA UNIVERSITY, India Bachelor's Degree in Commerce with Honors

Jun 2016 - Apr 2019

Major: Business Management and Finance

Minor: RDBMS, IT, Corporate planning and Economics, Data Integration

Leadership & Awards

VP of Babson Acceleration Club - Babson College

- Organized and hosted flagship events - Boston Shark Night and the 3-month startup accelerator following the Annual Pitch Competition, curating 30+ startup pitches from top schools (Babson, Harvard, MIT, Tufts, Columbia) and gathering 250+ attendees; managed programming, mentorship, and investor engagement, enabling several startups to secure funding, recognition, and future accelerator opportunities.

Winner of the Business Case Competition - Boston University

- Proposed a blockchain-based high-yield bond platform, highlighting crypto awareness and real-world DeFi applications.

Head of employee benefit and engagement program - Amazon

- Conducted and hosted monthly engagement sessions and gatherings, collaborating with different teams for employee well-being
-

CERTIFICATIONS

- Forward Program - McKinsey
- Introduction to Agentic AI - Google
- Data Analytics - Coding Invaders
- Design Thinking and Innovation - University of Virginia
- Managing the company's future - University of London