

Sudeb Das

Business Analyst

Contact

Address

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E-mail

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Skills

Business research skills

Client collaboration

Requirements elicitation

Data gathering

Documentation

Project Management

Stakeholder Management

Languages

English

Excellent

Japanese

Excellent

Spanish

Good

Experienced Project Manager, Business Analyst & Language Specialist with 12+ years of experience in IT, Automobile and Manufacturing industries. Excellent reputation for resolving problems and improving customer satisfaction.

Work History- Tata Consultancy Services (Since September 2016)

Apr 2023-

Project Manager (Project- Japan Operations)

Till date

Helping PMO, arranging training session to skill up team member's technical and functional competencies, monitoring BCP, managing allocation, coordinating with onsite members to ensure delivery.

Dec 2022-

Business Analyst (Project- Rabo Bank)

Mar 2023

Risk analysis (Calculation of EAD, LGD, RAROC), report creation. Helped business team to determine KPI by Tableau dashboard.

Feb 2022-

Business Analyst (Project- AP Moller Maersk)

Nov 2022

Gathered data from customer provided database, filled the data in predefined template, validated data with customer, identified discrepancy, created gap analysis report, submission.

Oct 2021 -

Business Analyst (Project- Belgian Railways)

Jan 2022

Customer management and coordination

Helped to prepare report through Power BI and dashboard.

Feb 2021-

Business Analyst (Project- Bayer Japan)

Sept 2021

- 1) Coordinated in knowledge transition.
- 2) Gathered relevant data from the customer.
- 3) Filled those data in due diligence sheet and got validated by the customer.
- 4) Created operational manual of various applications with the help of validated data.
- 5) Resolved ticket on Service Now tool.
- 6) Stakeholder Management & Client Reporting

Dec 2020 -

Business Analyst (Project- Eli Lilly)

Jan 2021

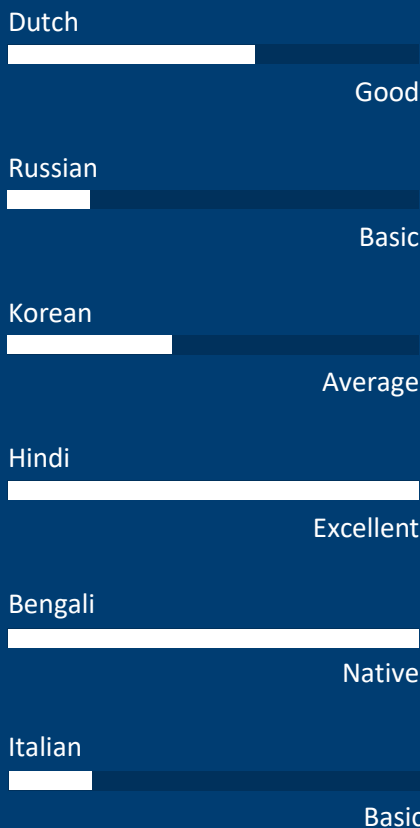
- 1) Modified health care associate's name and hospital's name on the customer's server.
- 2) Interacted with various stakeholders of Eli Lilly including external vendors.
- 3) Searched if the data to be input matched the existing data on the customer's server.
- 4) Created report on data mismatch and submitted to client.

Feb 2020 -

Business Analyst (Project- BaNCS)

Nov 2020

- 1) Searched data from website in order to make



insurance related proposal for the customer.

2) Translated insurance proposal into Japanese before delivering to the customer.

3) Helped to create test cases and translated the same into Japanese.

Project Coordinator (Project- Nissan IV IT)

1) Attended Webex meeting between onsite and offshore stakeholders and summarized the contents.

2) Translated customer's requirements and documented.

3) Helped offshore team to finalize report.

4) Gathered data from discussion on budget and KPI.

Aug 2019-
Feb 2020

Project Coordinator (Project- Nissan IV IT)

1) Translated manual of software.

2) Translated customer's email and replied on behalf of TCS.

3) Translated various power point presentations.

4) Attended query discussion session with the client and other stakeholders.

5) Attended weekly and periodical meetings with the client.

6) Cross checked test cases and test scenarios for test automation.

7) Performed registration procedure for onboarding of new associate.

8) Coordinated with the client in order to arrange laptop and other facilities for new associate.

9) Contacted local stakeholders for parts procurement.

10) Visited site and interpreted the contents discussed between Japanese tester and TCS associate.

May 2018-
Jul 2019

Project Coordinator (Project- Nissan IV IT)

1) Translated PPT files and word files containing technical diagram and work flow.

2) Translated email and MOM from Japanese to English.

Nov 2017 -
Apr 2018

- 3) Attended weekly meeting with various stakeholders and summarized the requirements.
- 4) Did gap analysis and reported to the client.
- 5) Translated financial budget and production schedule.

Sept 2016-
July 2017

Analyst (Project- Bloomberg)

- 1) Received instruction from the customer on financial sector, energy sector and emission sector.
- 2) Verified the existing data with respect to the instruction received.
- 3) Accessed the website corresponds to respective sector and fetched data to be updated.
- 4) Uploaded new data on the customer's server.
- 5) If data did not exist, raised query and requested stakeholders to provide data.
- 6) Kept on checking with stakeholders for requested data.

Jan 2016 -
Aug 2016

Senior Language Specialist

OnProcess Technology India Pvt Ltd, Kolkata

- 1) Created consignment order for Australia, Japan and South East Asia by using SAP tool.
- 2) Created delivery note and commercial invoice.
- 3) Checked available inventory.
- 4) Generated periodical report.
- 5) Query clarification with the customer as per requirement.

May 2013-
Dec 2015

Language Specialist

Renault Nissan Technology And Business Centre, Chennai

- 1) Translated service manuals and technical documents.
- 2) Query clarification with Japanese designer on design, dimension and illustration.
- 3) Attended meeting with the customer and interpreted the contents for offshore associates.
- 4) Prepared MOM in Japanese and English and

circulated among meeting attendees.

- 5) Performed Japanese text quality check.
- 6) Prepared daily and periodical report.
- 7) Shared input to publish departmental newsletter.
- 8) Supported HR by providing attendance report.

Language Interpreter

Sept 2012-

Anupam Mitsubishi Heavy Industries Ltd, Anand

Mar 2013

- 1) Provided oral interpretation for the custom during meeting with Indian engineer inside the plant.
- 2) Translated technical documents and drawings from Japanese to English.

Language Interpreter

Apr 2011 -

Tata Metaliks Kubota Pipes Ltd, Kharagpur

May 2012

Attended various meetings and query clarification sessions to provide accurate consecutive translations of conversations between members.

Office Assistant

Aug 2010 -

Nippon Steel Engineering India Private Ltd, Kolkata

Mar 2011

- 1) Provided clerical support addressing routine and special requirements.
- 2) Streamlined document processing to improve traceability.
- 3) Booked transportation to coordinate office travel.

Education (Doing PhD in Linguistics from Manipur International University)

Mar 2024

B KLAT: Korean Language

Korea Educational Testing Service

Aug 2023

Diploma: Sanskrit

Feb 2023

CILS A1: Italian Language

University of Siena - Italy

July 2022

CNaVT A2: Dutch Language

University of Leuven - Belgium

Dec 2021

DELE A2: Spanish Language and Literature

Instituto Cervantes - Madrid

Feb 2020

DELE A1: Spanish Language and Literature

Instituto Cervantes - Madrid

May 2016-

Diploma: Russian Studies

Apr 2018

Rabindra Bharati University - Kolkata

Nov 2008- Dec 2009	JLPT Level 3: Japanese Studies <i>Japan Foundation - Tokyo</i>
Nov 2007- Dec 2008	JLPT Level 4: Japanese Studies <i>Japan Foundation - Tokyo</i>
Sept 2006- Aug 2008	Masters: Advanced Accounting <i>Vidyasagar University - Midnapore, West Bengal</i>
May 2003- Jul 2006	Graduation: Accounting <i>Goenka College of Commerce - Kolkata</i>
Apr 2001- Jul 2006	12th: Accounting <i>Sri Ramakrishna Vidyashram - Dankuni</i>

Technical certification

Structured Query Language (SQL)

By Skill Nation

(Certificate ID: 7C93E9740E-734330915A-73433090F8)

Data Visualization with Tableau

By Skill Nation

*(Hide, Split, Live & Extract Intro, Granularity, Aggregation
Basic Chart Types, Calculated Field, Dashboard, Action Filter
Action Highlighting, Formatting, Sorting, Data Analytics)*

Business Intelligence using Power BI

By Skill Nation

*(Table import, Card, Column Chart, Pie Chart, Line Chart, Map,
Legend, Tooltips, Slices, Update, Rename, Share, Teach Q&A)*

Docker (iEvolve- 5548)

*(Overview, Components, Commands, Packing Services, Deployment
Strategies, Deployment Patterns, Deployment Automation, Inter
Service Communication, Virtualization and Container)*

Certificate on AWS Cloud Practitioner

Academic

- * Stood 3rd in Nihongo Quiz Contest (Eastern zone) in 2007.
- * Stood 3rd in Nihongo Quiz Contest (Eastern zone) in 2009.
- * Stood 2nd in Nihongo Quiz Contest (Eastern zone) in 2010.
- * Stood 2nd in JALTAI (Japanese Language Teachers Association of India) Essay Contest in 2010.
- * Participated in JENESYS Program (Sponsored by The Government of Japan) and visited Japan in 2010.

Award and Recognition

Professional

- ❖ Best Team Award by Renault Nissan Technology and Business Centre India Pvt Ltd- April 2014
- ❖ TCS Service & Commitment Award- August 2019
- ❖ Best Team Award- July 2021
- ❖ TCS Service & Commitment Award- August 2021
- ❖ Certificate of Appreciation- January 2022
- ❖ On the Spot Team Award- September 2022
- ❖ Xcelerate Warrior- December 2022
- ❖ On the Spot Team Award- November 2023

IITT Language Academy (Kolkata)

Japanese Language Teacher: May 2023- till date

- ❖ Hiragana, Katakana and Kanji
- ❖ Sentence formation (Affirmative, Negative & Interrogative)
- ❖ Explanation of particles and grammar
- ❖ Tense (Simple present, Present continuous, Simple past, Future)
- ❖ Volitional, Causative and Passive
- ❖ Transitive and Intransitive verb
- ❖ Numbering, Days, Months, Time
- ❖ Special class on JLPT

Korean Language Teacher: August 2023- February 2024

- ❖ Basic vowels, Combined vowels and Consonants
- ❖ Sentence formation (Affirmative, Negative & Interrogative)
- ❖ Explanation of particles (Eun/Neun, Ee/Ga, etc)
- ❖ Present tense ending 'eyo/eoyo'
- ❖ Korean particles
- ❖ Simple past and Future tense
- ❖ Numbering, Days, Months, Time

British School of Languages (New Delhi)

Japanese Language Teacher: March 2024- till date

- ❖ Hiragana, Katakana and Kanji
- ❖ Sentence formation (Affirmative, Negative & Interrogative)
- ❖ Explanation of particles and grammar
- ❖ Tense (Simple present, Present continuous, Simple past, Future)
- ❖ Volitional, Causative and Passive
- ❖ Transitive and Intransitive verb
- ❖ Numbering, Days, Months, Time
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Guest Facilitator