Vedant Devhare

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BUSINESS ANALYST | DATA ANALYST

Business and data analyst with over four years of experience across analytics, workflow automation, learning operations and IT systems. Translates operational requirements into Power BI dashboards, Power Query data pipelines and Power Automate workflows that replace manual reporting and repetitive follow-ups. Hands-on experience administering SAP SuccessFactors Learning (LMS) and managing training operations and vendor procurement across multiple markets, alongside requirements gathering, data validation, documentation and training for business users.

TECHNICAL SKILLS

BI & Visualisation: Power BI, DAX, Power Query, Data Modelling, Data Visualisation, Dashboard Development
Data & Databases: SQL (MySQL, PostgreSQL), Advanced Excel, Power Pivot, ETL, Data Cleansing & Validation
HR & Learning Systems: SAP SuccessFactors Learning (LMS) Administration
Automation & Microsoft 365: Power Automate, Microsoft Forms, SharePoint, Teams, Planner, Office Scripts
Programming & Web: Python (pandas, NumPy, scikit-learn, openpyxl, Plotly), R, HTML, CSS, JavaScript, React, Astro JS
Systems & Tools: Git (version control), Shell Scripting (Bash), PowerShell, Linux/Unix & Windows Server Administration

KEY COMPETENCIES

Requirements Gathering · Data Analysis · Dashboard Development · Workflow Automation · Business Process Optimisation · Data Quality & Validation · Training Management · Training Needs Identification (TNI) · LMS Administration · Vendor Management · Procurement (PR/PO) · Stakeholder Communication · Documentation & Knowledge Transfer · Training Delivery

PROFESSIONAL EXPERIENCE

Vodafone Intelligent Solutions (VOIS) **April 2025 – Present**
Executive

Learning Operations & SuccessFactors LMS

- Administer SAP SuccessFactors Learning across markets: setting up items, curricula and programmes, scheduling offerings, managing registrations, assigning learning, recording completions and resolving ticket-based queries.
- Manage end-to-end training operations, from Training Needs Identification (TNI) through trainer and vendor coordination, logistics, attendance and feedback, handling stakeholder queries and escalations across global teams.
- Validate and reconcile SuccessFactors learning data as the source for Power BI reporting, and prepare market-wise reports and executive summaries.
- Handle procurement for learning services, from vendor quotations through PR/PO coordination, goods receipting and purchase documentation.
- Write SOPs and maintain governance, process and workflow documentation, ensuring knowledge transfer and operational continuity.
- Delivered 45 hours of training to 180 participants across Power BI, Power Automate, Power Query, Power Pivot and Excel, including practical exercises and first-line troubleshooting support.

Analytics & Automation

- Gathered and documented requirements with cross-functional stakeholders, identifying process pain points and reporting gaps and translating them into Power BI dashboards, Power Automate workflows and structured datasets.
- Delivered 37 automation and analytics solutions since April 2025, generating 2,815 hours of recorded time savings against 306 build hours (9.2x return); Power Automate used in 34 of the 37 deliveries.
- Automated invitations, reminders, approvals, status tracking, meeting coordination and feedback capture by integrating Power Automate with Microsoft Forms, Excel, SharePoint, Teams, Planner and HTML emails, reducing manual intervention by 85% in automated processes.
- Developed and maintained Power BI dashboards covering learning hours, completions, training costs, cancellations, participation, service metrics and product consumption, giving stakeholders monthly trends and team comparisons.

- Built Power Query and Excel pipelines that consolidate data from multiple files and sources, applying hierarchy logic, cleansing, lookups and validation checks to produce refresh-ready datasets for recurring reports.
- Automated multilingual recognition communications for 3,000–4,000 employees each month across 6 badge categories and 6–7 languages, covering learner segmentation, language mapping, template selection and personalised distribution.

CAIT Edusys Private Limited **April 2022 – April 2025**

System Administrator - LMS and IT | Project Coordinator

- Administered MySQL databases and Linux/Unix servers supporting the Learning Management System, including backup, recovery and access management.
- Wrote shell and PowerShell scripts to automate system checks, backups and routine maintenance tasks.
- Installed, configured and maintained operating systems, application software and network equipment.
- Managed internal IT infrastructure including biometric access, firewalls and asset management.
- Provided technical support, authored IT documentation and coordinated with vendors for service management.
- Led multiple IT projects end-to-end, covering timelines, resources, stakeholder communication and risk mitigation.

ACHIEVEMENTS

- **Vodafone Stars Award (3×)**, each nominated by the General Manager
  - **Jul 2025:** Learning Hours dashboard for HR Services, with people-manager-level views for service leads.
  - **Feb 2026:** Consistent excellence on automation projects and upskilling the team on the function's tools.
  - **Aug 2026:** "Transforming with impact": automation and dashboards across L&D Admin, Talent Assessment and Skills Campaign teams.

PROJECTS

- **Automated Multilingual Email Flow (Link)**
  - Built a Power Automate workflow for bulk multilingual L&D mailing, cutting email processing time by 85%.
  - Implemented error handling and logging to ensure reliable message delivery.
- **Automated Dataset Generation Using Power Query (Link)**
  - Designed a Power Query workflow to merge and transform datasets from multiple files into a unified reporting structure.
  - Applied validation checks to keep datasets accurate for refreshable Power BI dashboards.
- **Dashboard for Tracking Learning Hours (Link)**
  - Built a Power BI dashboard that lets People Managers track their teams' learning hours and spot gaps quickly.
  - Provides monthly insights and team comparisons in an interface that needs no advanced reporting skills.
- **Automated Multi-File Excel Reporting with Python** *(In Progress)*
  - Developing a Python script using pandas, NumPy and openpyxl that merges columns and appends data from multiple Excel files into a single dataset, then generates the report automatically.
  - Reduces report preparation time from 12–16 hours of manual work to around 2 hours.
- **eNPS Feedback Analysis with Python** *(In Progress)*
  - Analysing natural-language eNPS feedback with pandas and scikit-learn to surface recurring keywords and identify the key themes in employee comments.
  - Visualising keyword and theme patterns with Plotly, with openpyxl handling the Excel data.
  - Next phase: adding sentiment scoring (positive, neutral, negative) for each comment.

EDUCATION

MBA, Business Analytics — Savitribai Phule University, Pune | Aug 2024 – May 2026 | 7.57 CGPA

BBA, Computer Application — Savitribai Phule University, Pune | Apr 2020 – Oct 2023 | 7.58 CGPA

INTERESTS

Linux systems · Web development · Emerging data & cloud technologies