

RIYA SINGH RATHORE

Dehradun, Uttarakhand

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Profile Summary

- Proven ability in analyzing large datasets, debugging SQL queries, and transforming data to drive business decisions.
- Proficient in creating compelling, interactive dashboards using Power BI, enhancing data accessibility and understanding.
- Strong command over Excel, SQL, Power BI, enabling efficient data manipulation and analysis.
- Proficient in market research, requirement gathering, qualitative and quantitative analysis.

Relevant Coursework

- | | | | |
|-----------------------------|-------------------------|----------------------------|----------------------------|
| - Data Visualization | - Requirement Gathering | - Reporting & Presentation | - Generative AI |
| - Business Process Modeling | - Business Acumen | - Data Storytelling | - Business Impact Analysis |

Experience

Almighty CS, Gujarat – Business Analyst

Jan 2025 – Present

- Assist in gathering, compiling and analyzing business data from various sources, including databases, surveys, and reports.
- Help in creating detailed documentation that outlines business processes, workflows and system requirements for providing Odoo ERP services.
- Create and maintain clear and consistent communication with internal stakeholders regarding project progress, changes and updates.
- Support team in creating dashboards and visual reports to communicate key findings.
- Assist in preparing detailed business reports, presentations and summaries for management and clients.

HDFC Bank, Dehradun - Operational Trainee

June 2024 – Sep 2024

- Assisted in the operations process of the branch.
- Reviewed, processed and sanctioned loan applications for young customers, ensuring 100% HDFC's standards are being followed.
- Completed project "Analysis of Financial Performance of HDFC Bank" and "Digital Transformation in Indian Banking Sector" under the guidance of Branch Manager.

Projects

Blinkit Business Insights | Excel, Power BI, Dax, Figma, PowerPoint | [Live Dashboard](#) | [GitHub Repository](#)

Feb 2025

- Designed an interactive Power BI dashboard with dynamic filters and drill-through reports, enabling deeper data exploration and insights. Improved decision-making by reducing reporting time by 50% and enhancing sales trend accuracy by 30%. It optimized inventory management, minimized stock issues, and increased marketing ROI by 25%. Real-time insights boosted customer satisfaction, operational efficiency, and revenue tracking, enabling data-driven promotions and better stakeholder engagement.

UU Canteen Ordering System | Balsamiq, Figma, Lucid chart, Ms. Word | [GitHub Repository](#)

Jan 2025

- Identified inefficiencies in the college canteen ordering system and proposed a digital solution, improving order management and reducing wait times. Developed process flows, ER diagrams, and RACI matrices, showcasing analytical skills. Demonstrated stakeholder collaboration, requirement gathering, and problem-solving, reinforcing my capabilities as an aspiring Business Analyst.

Amazon Sales Analysis | Excel, Power BI, Dax, Power Query, PowerPoint | [Live Dashboard](#) | [GitHub Repository](#)

Dec 2024

- Developed actionable dashboards and reports, enhancing stakeholder decision-making. Automated data cleaning with Power Query, saving 4 hours, and implemented DAX measures for enhanced user experience, reducing data processing time by 50%. Streamlined data analysis processes, reducing reporting time by 30%.

Technical Skills

Analytical Tools: Excel, Power BI, Power Query, Dax, Tableau

Languages: Python, SQL

Design & Project Management Tools: Figma, Lucid chart, Balsamiq, Jira

Education

Uttaranchal University

Aug 2023 – Present

MBA in Finance and Business Analyst- CGPA: 9.15

Dehradun, Uttarakhand

Extracurricular / Certifications

- KPMG: Lean Six Sigma Green Belt- [View Credentials](#)

Dec 2023

- Uttaranchal University: Advance Excel- [View Credentials](#)

May 2024