

Objective

Motivates and detail-Oriented Business Analyst with 6 months of hands-on experience in gathering business requirements,analyzing data,and supporting data-driven decision-making.Skilled in stakeholder communication,process improvement,and reporting. Proficient in tools like Excel,SQL, and Power BI.Eager to contribute analytical and problem-solving skills to a dynamic team.

Experience

Mentroz

Business Analyst

January 8th 2025

- Collaborated with stakeholders to gather and document business requirements for improving internal reporting systems.
- Prepared detailed Business Requirement Documents (BRD), Functional Requirement Documents (FRD), and workflow diagrams to support dashboard development.
- Analyzed large datasets using Ms Excel(Pivot Tables, VLOOKUP,Charts) to uncover trends, identify anomalies, and derive actionable insights.
- Designed and built interactive PowerBI dashboards to track customer engagement,product performance, and KPIs.
- Presented insights and dashboards walkthroughs to internal stakeholders,enabling data-driven decisions.
- Created PowerPoint presentations summarising findings ,project updates, and performance reports for manager.
- Coordinated with developers and designers to ensure technical feasibility and user-friendly dashboard design.
- Learned and implemented basic SQL queries for data extraction from relational databases.
- Assisted in preparing project status reports, timelines,and milestone tracking for business leaders.

Excelr Solution

Business Analyst Trainee

- Gained hands-on experience with real-time case studies.
- Practiced SQL queries ,Excel analytics,and visual storytelling.

Projects

Internship with Ai Variant

Bank Loan Analysis I Team Leader (30th feb2024 to 30th May2024)

- Led a cross-functional team to analyze key performance indicators (KPIs) related to bank loan data.
- Cleaned and preprocessed data by removing duplicates and inconsistencies to ensure data integrity.
- Imported and analyzed datasets using tools including PowerBI, Microsoft Excel,SQL(queries), and Tableau.
- Developed insightful data visualizations using charts,graphs,and dashboards to clearly communicate findings.
- Designed interactive dashboards to showcase KPI performance and trends for stakeholders.
- Successfully completed the project within the deadline while maintaining high standards of accuracy and teamwork.

O List Store Analysis Project (1st Nov2023 to 1st Feb 2024)

- Managed a team 7 members and served as the spokesperson during the final project presentation.

- Analyzed and resolved issues related to key performance indicators, ensuring data accuracy and relevance.
- Performed data cleaning tasks including removing duplicates,correcting errors, standardising formats, and applying data validation techniques.
- Used data tools to visualise KPIs and presented results using multiple charts and graphs.
- Collaboratively designed and developed well structured dashboards to effectively communicate insights.

<i>Skills</i>	• Strategic decision making • Problem solving abilities • Data visualization • Power BI • Tableau • SQL & MySQL Queries • Microsoft Excel • Dashboards • Good planner/Organiser • Requirements Gathering and Documentation • Report Writing • Team Collaboration and Leadership • KPI Tracking & Business Insights
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<i>Education</i>	<i>Excelr Solution</i> Business analyst — <i>Netaji Subhas Memorial City College</i> Graduation Bcom hon's 2023 — 72% <i>National Institute of Open Schooling</i> 12th 2020 — 69% <i>Bholananda National Vidyalaya</i> 10th 2018 — 60%
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<i>Language</i>	English , Hindi, Odia, Bengali
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<i>Certificate</i>	Certificate in Business Analyst Excelr Solution
	Project Certification -Ai Variant Bank Loan Analysis
	Project Certification -O list Store KPI Analysis