

SHAILESH MISHRA

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SUMMARY

Aspiring Business Analyst with 3 years of sales experience and hands-on training in requirement gathering, BRD/SRS documentation, and stakeholder communication. Skilled in Power BI, MS Excel, and basic SQL. Looking to start a career in business analysis.

EXPERIENCE

Junior Business Analyst

Egniol Service Private Limited

August 2024 - March 2025, Delhi

- Bridged the gap between sales and strategy by analyzing client data, identifying business needs, and recommending tailored solutions that improved lead conversion rates.
- Collaborated with the sales team to gather requirements and prepare business documents (BRD, process flow), enabling more effective client onboarding and solution delivery.
- Supported data-driven decision-making by generating sales performance reports and identifying trends to optimize outreach and revenue strategies.

Sr. Business Development Associate

BYJUS - Think and Learn Pvt. Ltd.

October 2022 - August 2024, Indore (M.P)

- Integrated B2C and B2B sales strategies by collaborating with schools and coaching centers, identifying business opportunities to enhance growth, and working on Salesforce CRM.
- Negotiated and secured strategic partnerships with schools, resulting in a 25% increase in regional market penetration and contributing to a substantial rise in revenue.

Academic Counselor

Testbook Education pvt ltd

July 2021 - August 2022

- Advised prospective and enrolled students on curriculum pathways, exam strategies, resource utilization, enhancing engagement and course completion rates.

PROJECT

Online Agriculture Products Store

COEPD

- Developed five detailed page designs in wireframe and prototypes using Balsamiq Mockups and Axure, showcasing the user journey and interface.
- Translated project requirements into UML diagrams and screen mock-ups to align the team's understanding of the project's scope. Created over 15 different diagrams across multiple project stages using MS Visio, ensuring a seamless development process.

Scrum Project Implementation

COEPD

- Created 50+ user stories, feature lists, and wireframes to ensure clear project webuildcv.com Powered by *tera requirements and effective stakeholder communication.
- Developed 15+ Business Requirement Documents (BRD) and Functional Requirement Documents (FRD), including process flowcharts, ensuring efficient project lifecycle management.

EDUCATION

Bachelor of Technology in Agricultural Engineering

SVN University Sagar (M.P) • Sagar (M.P) • 2022 • 7.2

12th (PCM)

Sanskar Bharati Public School • Katni (M.P) • 2019

10th

Nalanda Hr. Sec. CBSE School • Katni (M.P) • 2016 • 6.0

CERTIFICATIONS

Business Analyst Training

online • Aug 2024-June 2025

- Learning BA documents (BRD, FRD), process flows, and diagrams
- Hands-on with Jira, Balsamiq, Axure, MS Visio.

Power Bi for Beginners

Online • June 2025 - June 2025

- Learned data modeling, dashboard creation, and DAX basics
- Hands-on with visual reports and raw data from Excel & SQL sources.

SKILLS

Skills 1: Problem Solving, Team Building, Time Management, Adaptability and Flexibility, Sales & Marketing, Communication, Requirements Gathering & Documentation, Data Analysis & Visualization, UAT Testing & Gap Analysis, Process Flowcharts & Optimization, Wireframing & Prototyping