**Jane Doe**

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**Professional Summary**

Detail-oriented and analytical Junior Business Analyst with 1+ year of experience supporting cross-functional teams through data-driven insights and process improvements. Strong foundation in data analysis, requirement gathering, and documentation. Eager to contribute to innovative and collaborative business environments.

**Technical Skills**

* **Tools:** Microsoft Excel, Power BI, Tableau, JIRA, Confluence
* **Languages:** SQL, Python (Pandas, NumPy)
* **Methodologies:** Agile (Scrum), Waterfall
* **Other:** Requirements gathering, Data visualization, Stakeholder communication

**Work Experience**

**Junior Business Analyst**  
*TechFusion Solutions Pte Ltd – Singapore*  
*July 2023 – Present*

* Collaborated with senior analysts to collect and analyze business requirements from multiple departments.
* Designed basic dashboards in Power BI to help track key performance indicators (KPIs).
* Assisted in writing user stories and documenting workflows in Confluence.
* Supported testing and validation of business rules during UAT.

**Intern, Business Operations**  
*InnovateX Pte Ltd – Singapore*  
*Jan 2023 – June 2023*

* Cleaned and organized datasets using Excel and Python for monthly reporting.
* Participated in meetings with stakeholders to understand internal reporting needs.
* Created process flow diagrams to support operations documentation.

**Education**

**Bachelor of Business Analytics**  
*Singapore Institute of Management (SIM)*  
*Graduated: 2022*

**Certifications**

* Microsoft Certified: Power BI Data Analyst Associate
* Scrum Foundation Professional Certificate – SFPC™