

# Aditya Singh

Entry-Level Business Analyst

aditya.singh@email.com — +91-8XXXXXXXXXX — LinkedIn

## Professional Summary

Entry-level Business Analyst with internship experience in requirement analysis, business process mapping, and reporting. Skilled in SQL, Excel, Tableau, and data visualization. Proven ability to support product and operations teams with actionable insights and structured documentation.

## Technical Skills

- Requirement Gathering User Stories
- Process Analysis BPMN
- SQL (Joins, Aggregations)
- Excel (Pivot, Advanced Formulas)
- Tableau Power BI
- Data Cleaning Validation
- Report Automation

## Internship Experience

Business Analyst Intern — FinTech Solutions

May 2023 – Aug 2023

- Assisted product managers in gathering and documenting detailed business requirements for a new customer onboarding module
- Built SQL queries to extract and clean transactional and operational data
- Created automated dashboards in Tableau to track lead conversion, onboarding time, and customer drop-offs
- Presented findings to senior analysts and product leads, resulting in actionable process changes that improved onboarding efficiency by **15%**
- Collaborated with QA teams to validate reports and metrics accuracy

## Academic Projects

### E-Commerce Customer Analysis

- Conducted exploratory data analysis on purchase and behavior datasets
- Identified trends, seasonal patterns, and customer segments
- Developed Excel-based dashboards to summarize findings for presentation

### University KPI Dashboard

- Designed Tableau dashboard to monitor student performance and attendance
- Presented insights to faculty, influencing curriculum review decisions

## Education

Bachelor of Commerce (B.Com) — Accounting  
Mumbai University, India

2024

## Certifications

- SQL for Business Analysts — Udemy
- Tableau Desktop Specialist — Tableau
- Business Analysis Fundamentals — Coursera