

Riya Sharma

Fresher Business Analyst

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Professional Summary

Motivated Business Analyst graduate with foundational knowledge in requirement gathering, process mapping, and business workflow analysis. Hands-on experience through internships and academic projects involving KPI definition, dashboarding, and stakeholder reporting.

Technical Skills

- Requirement Analysis
- Process Modeling
- SQL for Reporting
- Excel (Pivot Tables, VLOOKUP)
- Tableau / Power BI
- Data Visualization
- Stakeholder Communication

Academic Projects

University Course Performance Dashboard

- Analyzed student performance data across multiple courses
- Built interactive Tableau dashboards tracking grades, attendance, and completion
- Presented insights to faculty for curriculum improvement

E-Commerce Customer Insights

- Collected survey and transactional data to identify customer preferences
- Created Excel-based reports to highlight purchasing patterns

Education

Bachelor of Business Administration (BBA) — Finance
Delhi University, India

2025

Certifications

- Business Analysis Fundamentals — Coursera
- SQL for Data Reporting — Udemy