

ALEX JAMES

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PROFILE SUMMARY

- Motivated and detail-oriented graduate with a strong foundation in data analysis, business processes, and problem-solving. Skilled in leveraging analytical tools like Excel, SQL, Power BI, and Python to derive actionable insights that support decision-making. Demonstrated experience in documentation, stakeholder communication, and understanding business requirements. Seeking a Business Analyst position to contribute analytical, technical, and strategic thinking to business growth.
- Proven ability to **lead teams**, manage projects, and deliver results in fast-paced and dynamic environments

WORK EXPERIENCE

Supervisor – QC/Stores Department Heathrow Airport, London Nov 2023 – Aug 2024

- Monitored quality of spare parts and advised on proper inventory stacking.
- Ensured compliance with safety and operational standards.
- Liaised with vendors regarding product quality.
- Maintained defect reports and daily equipment check sheets.
- Coordinated with team members to ensure smooth operations.

Student Research Assistant Kingston University Mar 2024 – Aug 2024

- Collected, analyzed, and visualized departmental performance data.
- Drafted weekly analytical reports and presented findings to faculty.
- Supported academic data management using Excel and Power BI.

Aerospace Engineering Trainee Jetwings Technologies, Bengaluru Jul 2019 – Oct 2019

- Completed 3-month Design & Analysis internship program.
- Worked on aircraft component design and finite element analysis.
- Utilized CFD and ANSYS for 3D modeling, simulations, and structural analysis.
- Collaborated with experienced engineers and scientists to optimize designs.
- Developed independent time management and reporting skills.

EDUCATION

- Master of Science in Aerospace Engineering, Kingston University, London (Mar 2020 – Mar 2022)
- Bachelor of Technology in Aeronautical Engineering, Guru Nanak Institutions, Hyderabad (Jun 2015 – Jul 2019)
- Intermediate (Mathematics, Physics, Chemistry), Sri Chaitanya Junior College (Jun 2013 – Mar 2015)
- 10th Grade, Don Bosco High School (Jun 2006 – May 2013)

SKILLS

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|----------------------|--------------------------|--------------------------|
| • SQL | • Google Sheets | • Presentation |
| • Power BI | • MS Word | • MS Excel (Advanced) |
| • Tableau | • Microsoft Office Suite | • Jira |
| • Problem Solving | • Interpersonal Skills | • Analytical Thinking |
| • Data Cleaning | • Use Case Modelling | • Basic Python |
| • Data Visualization | • ETL | • Requirements Gathering |
| • Reporting | • BRD/FRD Preparation | • Time Management |

-----References and other documents will be provided upon request-----