

# Karapureddy Naga Sudarshan Reddy

Hyend homes apartment madhapur ayyappa society  
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Hiring Manager

Hyderabad

Dear Hiring Manager,

I am writing to express my interest in the Business Analyst position at your organization. With an MBA in HR & Industrial Relations, a strong academic background in management, and hands-on experience through my internship at UptoSkills, I am eager to apply my analytical abilities and problem-solving skills to support data-driven decision-making within your team.

During my Business Analyst internship, I worked extensively with data analytics tools to identify cost-saving opportunities, optimize internal processes, and support strategic planning. My contributions included analyzing business data, preparing detailed reports, building dashboards, and collaborating with cross-functional teams to drive meaningful improvements. These efforts resulted in measurable outcomes such as improved forecasting accuracy, enhanced operational efficiency, and insights that supported better resource allocation.

I am proficient in Power BI, Tableau, Excel, MS Office, and data visualization techniques. With a solid foundation in business analytics—including certifications from Microsoft and LinkedIn—I am confident in my ability to transform raw data into actionable insights. I enjoy solving complex problems, learning quickly, and contributing effectively as part of a team.

I am excited about the opportunity to contribute to your organization's growth by applying my analytical mindset, attention to detail, and strong communication skills. I would welcome the chance to discuss how my background aligns with your needs.

Thank you for considering my application. I look forward to the opportunity to speak with you.

Warm regards,  
K. Naga Sudharshan Reddy

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## Data Analyst

A detail-oriented Business Analyst aspiring to apply analytical skills, data-driven thinking, and problem-solving abilities to support organizational decision-making. Seeking an entry-level role where I can contribute to process improvement, deliver actionable insights, and grow through continuous learning. A motivated Business Analyst fresher with hands-on experience in Power BI, Tableau, Excel, and data analytics projects.

## Experience

- Uptoskills** 11/2024 - 04/2025  
Business analyst  
Data gathering, documenting, and analyzing business requirements from stakeholders to support process improvements.  
  
Performed data analysis using Excel/Sheets to identify trends, gaps, and opportunities for operational efficiency.  
  
Created workflow diagrams, requirement documents, and simple dashboards to support decision-making.

## Education

- Dayananda Sagar university** 2023  
Bachelor of business administration  
6.7
- Malla reddy engineering college** 2025  
Master of business administration  
7.6

## Skills

- Power bi,excel,sql,python,

## Projects

- Financial analytics -profit and loss insights**  
Tools: Excel / Power BI  
Evaluated company financial statements to understand cost trends, profit margins, cash flow efficiency, and break-even points. Built visual dashboards for management review.
- E commerce data dashboards**  
Tools: Tableau / Power BI  
Analyzed online order data to track revenue, customer demographics, website traffic, and product performance. Built an interactive dashboard to support decision-making.

## Achievements & Awards

- Achieved certificates from Microsoft and linkedin on based on the business analytics on career essentials
- I have achieved a licence on project management foundation certificate by using business analytics skills

## Publications

- A study on capital budgeting practices on ecil**  
In that we use the company data for the financial analydis and making report using tools like power bi ,excel ,sql

## Interests

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- Playing chess

## Languages

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- English,telugu,kannada

## Personal Details

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- Date of Birth : 18/11/2002
- Data analyst :