Riya Jain

Aspiring Business Analyst — Data Analytics & Visualization

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PROFESSIONAL SUMMARY

Detail-oriented and analytical Business Analyst Intern with a strong foundation in data analytics, visualization, and AI concepts. Successfully completed Microsoft Azure AI Fundamentals certification and Deloitte's Data Analytics Job Simulation, gaining hands-on experience in data cleaning, interpretation and forensic technology. Proficient in tools like Microsoft Excel, Power BI, and Tableau, with a strong focus on deriving insights and supporting decision-making through data-driven storytelling. A fast learner, adept at working with cross-functional teams and delivering actionable insights in real-world business contexts.

EDUCATION

Bachelor of Business Administration in Business Analytics	*Mount Carmel College, Bangalore — 82%* *2023 – 2026*
2nd Year Pre-University	*Mount Carmel College, Bangalore, India — 85%* *2022 – 2023*
10th Standard	*Vidya Vardhaka Sangha Sardar Patel English High School, Bangalore, India — 76%* *2020 – 2021*

TECHNICAL SKILLS

Data Analysis : Microsoft Excel, Power Query, Descriptive Analytics
Data Visualization : Tableau, Power BI, Excel Dashboards
Reporting : Charts, PivotTables, Summary Reports
Soft Skills : Critical Thinking, Communication, Time Management

CERTIFICATIONS & PROJECTS

Data Analytics Job Simulation | *Deloitte (via Forage)*   *Jul 2025*
– Completed a virtual job simulation focused on real-world data analysis and forensic technology. The program involved solving investigative cases using raw data. *Certificate:* **View Credential**
– **Key Contributions:**
  * Analyzed client financial data to detect anomalies and inconsistencies using Excel.
  * Cleaned and structured datasets to prepare them for reporting and insights.
  * Created summary tables and visual reports to present findings to stakeholders.
  * Simulated consulting workflows in forensic data analysis and audit trails.

Developed practical knowledge in applying investigative techniques to data, emphasizing attention to detail, critical thinking, and effective data storytelling.

Survey Insights Dashboard (Power BI) | *Independent Project*   *Jul 2025*
– Transformed raw survey data into an interactive Power BI dashboard that visualizes key insights such as respondent demographics, satisfaction levels, and response trends. *Project Link:* **View Project**
– **Key Contributions:**
  * Used Power Query for data cleaning—handled null values, reshaped columns, and standardized formatting.
  * Built custom DAX measures to calculate average ratings, participation percentages, and segment-based metrics.
  * Designed a user-friendly interface with slicers, filters, and dynamic visuals for interactive data exploration.

Demonstrated strong analytical thinking and proficiency in data visualization by creating a self-service reporting tool.

Microsoft Certified: Azure AI Fundamentals | *Microsoft*   *Nov 2024*
– Earned Microsoft's official certification in Azure AI Fundamentals, validating foundational knowledge in artificial intelligence and machine learning concepts. Certificate: **View Credential**
– **Key Concepts Covered:**
  * Introduction to AI workloads and machine learning lifecycle.
  * Hands-on understanding of Azure Cognitive Services: Vision, Language, and Speech APIs.
  * Learned about Responsible AI principles and ethical considerations.

Gained critical exposure to cloud-based AI services and how to apply them in real-world business applications.