Business Analyst CV Template

Personal Information

Full Name: [Enter your full name]

Phone: [Enter your phone number]

Email: [Enter your email address]

LinkedIn Profile: [Enter your LinkedIn URL]

Portfolio: [Enter your portfolio URL (if applicable)]

Professional Summary

[Write a brief summary highlighting your skills, experience, and key achievements as a Business Analyst. Example: 'Experienced Business Analyst with 5+ years of expertise in gathering requirements, performing gap analysis, and delivering data-driven solutions to enhance business operations.']

Key Skills

- Requirements gathering and documentation

- Process modeling and analysis (e.g., BPMN, UML)

- Data analysis and visualization (e.g., Excel, Tableau, Power BI)

- SQL and database management

- Stakeholder communication and collaboration

- Project management methodologies (e.g., Agile, Scrum, Waterfall)

Work Experience

1. Job Title: Business Analyst

   Company Name: [Enter company name]

   Location: [Enter location]

   Duration: [Start date - End date]

   Responsibilities:

   - Collaborated with stakeholders to gather and document functional and non-functional requirements.

   - Analyzed business processes to identify gaps and propose solutions.

   - Prepared use case diagrams, workflows, and business process models.

   - Developed data visualization dashboards using Power BI/Tableau to support decision-making.

   Achievements:

   - Streamlined process X, reducing cycle time by 20%.

   - Delivered project Y ahead of schedule, saving $50,000 in operational costs.

2. Job Title: Junior Business Analyst

   Company Name: [Enter company name]

   Location: [Enter location]

   Duration: [Start date - End date]

   Responsibilities:

   - Conducted market research and competitor analysis to identify opportunities.

   - Assisted in creating BRD (Business Requirements Documents) and FRD (Functional

Requirements Documents).

  - Worked with cross-functional teams to track project milestones.

  Achievements:

  - Contributed to the successful launch of product Z, achieving a 15% increase in sales.

Education

Degree: [Bachelor's/Master's in Business Administration, Computer Science, etc.]

Institution Name: [Enter university name]

Location: [Enter location]

Graduation Year: [Enter graduation year]

Certifications

- CBAP (Certified Business Analysis Professional)

- PMP (Project Management Professional)

- SQL certifications

- Tableau/Power BI certifications

Tools and Technologies

- JIRA, Confluence

- MS Excel, Visio

- SQL, Python (basic knowledge for analysis)

- Tableau, Power BI

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Projects

Project Name: [Enter project name]

Duration: [Start date - End date]

Description: [Briefly describe the project and your role in it. Highlight challenges and the impact of your work.]

References

Available upon request.