

Lopita Mishra

Aspiring Business Analyst

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PROFESSIONAL SUMMARY

Aspiring Business Analyst with expertise in data analysis, visualization, and process improvement. Proficient in SQL, Power BI, and Excel, with a focus on transforming raw data into actionable insights to drive business decisions. Certified in Six Sigma and Agile methodologies, with skills in reporting, automation, and Stakeholder collaboration. Eager to apply analytical thinking and problem-solving skills to deliver data-driven solutions in dynamic business environments and contribute to business strategies in a professional setting.

SKILLS

Technical Skills

SQL | Power BI | Python | Advanced Excel | DAX | Power Query | Data Analysis | Data Visualization | Data Modeling | Predictive Modeling | Data Warehousing | JIRA | Interactive Dashboards

Soft Skills

Analytical Thinking | Statistical Reasoning | Communication | Team Collaboration | Time Management | Adaptability | Problem-Solving

Business Tools & Documentation

BRD | SDLC | Agile (Scrum) | PowerPoint | Reporting & Automation | Project Planning | Six Sigma | Requirements Gathering | Stakeholder Management

PROFESSIONAL EXPERIENCE

Business Analyst Intern

03/2025 – 05/2025

UnderGrads

Skills: BRD | IT Business Analysis | Project Management | Stakeholder Management | Leadership | Marketing Strategy | Reporting & Dashboarding

- Prepared Business Requirements Documents (BRDs) and conducted competitor research, identifying 10+ strategic opportunities that enhanced project alignment between business and tech teams.
- Managed client projects (Yelo-Bike Servicing and SAARAS) involving website, app development, marketing, and content coordination, driving a 20% increase in user engagement and 25% growth in brand awareness.
- Analyzed business data using Excel and Power BI, creating monthly reports and dashboards that improved workflow efficiency by 10%.

PROJECTS

YELO: Website & Operations Management

03/2025 – present

Skills: Project Coordination | Operations Management | Event Planning | Stakeholder Communication | Cross-functional Teamwork

- Spearheaded a live project with 8+ team members across web development, branding, and marketing.
- Managed service coverage across 2 cities and boosted social media engagement by 60%.

Customer & Sales Analysis: DataRoars

03/2025 – 04/2025

Tools: Power BI | DAX | Excel

Skills: Data Modeling | Customer Segmentation | Sales Analysis

- Analyzed 7-tab Excel dataset with 10,000+ records to build dynamic Power BI dashboards for volume, pricing, and customer segmentation.
- Automated Free Goods calculation logic using DAX based on volume thresholds and discount types, reducing manual effort by 50%.
- Enhanced visibility into product performance and trade types with slicers and matrix visuals.

ETL Pipeline: IT Services Market

01/2025 – 02/2025

Tools: Python (Pandas, NumPy) | MySQL | Power BI

Skills: ETL | Data Cleaning | Transformation | Dashboarding

- Developed a scalable ETL pipeline in Python to process and transform 25,000+ rows of market data (2018–2023) across 12 dimensions.
- Reduced data processing time by 40% through chunking, error handling, and performance optimization.
- Loaded cleaned data into MySQL and built 10+ Power BI visualizations to track YoY vendor growth, market share, and regional trends.

Sales Insights Dashboard for ATILQ

11/2024 – 12/2024

Tools: SQL Server | Power BI

Skills: ETL | Reporting Automation | Data Visualization

- Developed an automated Power BI dashboard for ATILQ, providing real-time sales insights and key metrics like sales trends, revenue, and KPIs (growth, order volume, cost savings).
- Designed and implemented an SQL database to centralize sales data and automate the ETL process, reducing manual data gathering by 20% and enabling the sales team to focus on value-added tasks.
- Contributed to a 10% reduction in total sales spend by optimizing strategies through actionable insights.

Adventure Works Cycles

10/2024 – 11/2024

Tools: Power BI | Power Query | DAX | SQL | Excel

Skills: KPI Tracking | Regional Performance Analysis | Operational BI

- Constructed detailed KPIs within the analytics framework, enabling real-time monitoring of regional performance; this resulted in identifying top-performing areas that contributed to a 15% increase in quarterly revenue growth within six months.
- Crafted intuitive visualizations while tracking 15 critical KPIs, leading to actionable recommendations that addressed three major bottlenecks in operational efficiency within the implemented BI framework.

CERTIFICATES

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| - Business Analyst Certification | - Lean Six Sigma White Belt Certified |
| - Project Management Essentials Certified | - Six Sigma Yellow Belt |
| - Scrum Fundamentals Certified | - Business Analysis & Process Management |
| - Professional Diploma in Agile and Scrum | - Microsoft Power BI Desktop For Business Intelligence |
| - SQL for Data Science | - Career Essentials in Business Analysis by Microsoft & LinkedIn |
| - Data Analytics & Visualization: Using Excel and Python | |

EDUCATION

M.Sc. (Applied Physics)

Indira Gandhi Institute of Technology

12/2021 – 08/2023 | Dhenkanal, India

B.Sc. (Physics)

Dhenkanal Autonomous College

07/2018 – 08/2021 | Dhenkanal, India

LANGUAGES

English | Hindi | Odia

ACCOMPLISHMENT

NCC - Cadet ('A' Certificate)

Developed teamwork and time management skills through participation in CATC, contributing to physical training and cultural programs.