

# Mehul Jongra

## Aspiring Business Analyst

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## Objective

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Aspiring Business Analyst with 2 years of experience in requirement analysis, stakeholder engagement, process optimization, and reporting. Backed by a strong academic background in Business Analytics (MBA + BBA), I aim to contribute to solution-oriented project delivery at a forward thinking organization by bridging the gap between customer needs and technical teams with clarity, precision, and adaptability.

## Experience

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### Business Research and Analyst Intern | The Cleaning Company 03/2024 – 07/2024

- Enhanced the text-readability of the company website and improve its efficiency.
- Implemented an internal software to enhance team connectivity
- Conducted interviews for 35 candidates out of which hired and supervised 2 WFH interns.
- Managed tender registrations for government projects and respective requirements.
- Created Power BI dashboards to track KPIs and organizational improvements.

### Data Analyst Intern | ClickSkills 01/2024 – 03/2024

- Worked on a live Bank Data Project, contributing to key elements of data cleaning and preparation.
  - Removed duplicates, fixed structural errors, and handled missing data using TSA for predictions.
  - Filtered outliers and ensured data quality.
- Validated data quality, discussing its future use in business processes.

### Data Analyst | Verificent Solutions Pvt Ltd 08/2022 – 01/2024

- Ensured operation of software applications Proctortrack and RemoteDesk by timely addressing user issues.
- Identified and resolved user pain point.
- Monitored and proctored live sessions, ensuring adaptability with application protocols.
- Managed session reviews with Machine Learning (ML) tools to enhance accuracy and efficiency.
- Provided customer support via live chat, addressing user concerns in real-time.
- Acted as a link between clients, users, and the company to ensure streamlined communication.

## Education

SPPU | Aims Institute of Management Studies | MBA

2023 - 2025

Major: Business Analytics | CGPA : 7.90 (Expected completion: May 2025)

Ajeenkya D Y Patil University | BBA

2020 – 2023

Major: Business Analytics | GPA: 9.48

## Skills & abilities

- Adaptable and Quick Learner
- Detail-Oriented
- Resilient Under Pressure
- Project Management
- Process Flow Mapping
- Business Analysis
- Process Optimization
- Requirement Gathering & BRD/SRS
- Data Preprocessing (ETL)
- Visualization

## Research Paper Publication:

- Title: "Tool of Monitoring Firm's Performance 'Ratio Analysis'"
- Published in: Business, Management and Economics Engineering, ISSN: 2669-2481 / eISSN: 2669-249X, 2022 Volume 20 Issue 2. Published in Issue: - Oct 14, 2022
- Plagiarism Score: 5%

## Achievements

- Bronze Medalist in BBA – Business Analytics
- 1st Prize in ‘SCAM SCANNER’ and 2nd in ‘INTELLI5-EXTEMPORE’ (Finance-themed competitions)
- Received appreciation letter and LinkedIn recommendation from internship mentors

## Languages

Written	English	Spoken	English	I.T.	HTML	Intermediate
					Hindi	CSS
			Marathi			R
					Hindi	C/C++
					SQL	Intermediate
				PYTHON	Intermediate	

## Interests

Digital Transformation | Agile Projects | Data-Driven Decision Making | Business Consulting