

# NISHITHA N

## IT Business Analyst Intern

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| Perambur, Chennai

### ABOUT ME

I am a motivated individual passionate about business administration, management & analysis, excited to leverage my skills as a Business Analyst intern to drive strategic growth and improve business processes.

### EDUCATION

|                |   |
|----------------|---|
| 2023 - Present | <b>Bachelor of Computer Applications</b><br>Anna Adarsh College for Women / Chennai   |
| 2023 - 2024    | <b>Diploma in Computer Application</b><br>Sri Ramanuja Charitable Trust Excellent Institute of Engineering & Technology / Chennai |
| 2021 - 2023    | <b>HSC &amp; SSLC</b><br>St. Joseph Anglo-Indian HS School / Chennai  |

### EXPERIENCE

|                     |   |
|---------------------|---|
| Dec 2024 - Mar 2025 | <b>Hi-Jack Innovations - Business Analyst Intern</b> <ul style="list-style-type: none"><li>• <b>Gathered and documented client requirements</b> through Agile-Scrum meetings, ensuring business needs were met effectively.</li><li>• <b>Created business proposals and MoM presentations</b>, helping secure new client engagements and maintain clear communication.</li><li>• <b>Managed stakeholder interactions</b>, including cold emailing, scheduling meetings, and maintaining a structured content calendar.</li><li>• <b>Collaborated with developers</b> in daily standups, tracking progress, resolving roadblocks, and ensuring timely project delivery.</li><li>• <b>Handled project documentation</b>, including requirement specifications, workflow processes, and key reports.</li></ul> |
| Feb 2025 - Mar 2025 | <b>Linz Technologies - Customer Relationship Management</b> <ul style="list-style-type: none"><li>• <b>Explored real-time CRM operations</b> using Zoho, including lead management and deal conversions.</li><li>• <b>Designed and implemented workflows &amp; blueprints</b> to streamline lead tracking from various sources (web forms, ads, etc.).</li><li>• <b>Developed and integrated Zoho Zobot</b>, automating lead generation and engagement.</li></ul>   |

### VOLUNTEER EXPERIENCE

|             |   |
|-------------|---|
| 2023 - 2024 | <b>National Cadet Corps (NCC)</b><br>Participated in camp events, trained in firing rifles, and achieved a 5-star rating as a junior cadet  |
| 2023 - 2024 | <b>Student Representative</b><br>I acted as a intermediary students and faculty, addressing concerns, organizing and leading meetings and coordinating events to enhance student engagement and experience. |

### PROFESSIONAL SKILLS

- Technical Documentation
- Stakeholder Engagement
- Project Management
- Team Collaboration

### TECHNICAL EXPERTISE

- MS Office 365
- Power BI
- CRM
- Python

### LANGUAGE

- English
- Tamil
- French

### HOBBIES & INTERESTS

- **Social Media Management** - Running an Instagram page, creating content and engaging with followers.