

Entry-Level Business Analyst Resume

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Objective

Detail-oriented and analytical recent graduate with strong business acumen and problem-solving skills. Seeking an entry-level Business Analyst role to leverage academic knowledge and contribute to data-driven decision-making.

Education

Bachelor of Business Administration (BBA)

XYZ University, City

Year – Year

CGPA: 8.4/10

Relevant Coursework: Business Analytics, Financial Accounting, Data Interpretation, Business Intelligence, Statistics, Excel for Business

Technical Skills

Tools: MS Excel, Power BI, Tableau, SQL, Python (basics)

Skills: Data Analysis, Requirement Gathering, SWOT Analysis, Documentation, Communication

Academic Projects

Sales Data Analysis using Excel –

- Analyzed historical sales data and created dashboards using Excel pivot tables and charts.
- Identified trends and proposed recommendations to improve regional sales.

Market Research for a Startup Idea –

- Conducted primary and secondary market research to assess feasibility of an ed-tech startup.
- Compiled findings into a business plan with competitor analysis and SWOT evaluation.

Certifications

- Google Data Analytics Professional Certificate – Coursera
- Introduction to SQL – HackerRank
- Business Analysis Foundations – LinkedIn Learning

Internship Experience

Business Analyst Intern — ABC Solutions –

Month Year – Month Year

- Assisted in gathering and documenting business requirements for a CRM system.
- Conducted data validation and helped visualize KPIs using Power BI.
- Participated in stakeholder meetings and contributed to project reports.

Achievements

- Finalist, Inter-College Case Study Competition – Analyzed retail expansion strategy.
- Awarded Best Presenter in B-School Analytics Workshop.

Extracurricular Activities

- Member, Business Analytics Club – Conducted mock case studies and peer learning sessions.
- Volunteered as Event Coordinator for the annual management fest.