**Riya Tak**
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**Dubai Studio City, Dubai, UAE**

AI-focused Business Analyst with hands-on experience in financial services analytics, business requirement gathering, and data-driven decision support. Proven ability to translate business needs into technical specifications for data, AI, and analytics teams. Experienced in SQL, Python, Power BI, Tableau, and AI-assisted analytics within banking, retail, and product environments. Adept at stakeholder collaboration, Agile workflows, and delivering insights aligned with business goals.

## SKILLS

- ➢ **Analytics & Reposting:** Data Analysis & Interpretation, Analytics Insights & Reporting, KPI & Performance Metrics, Dashboarding & Visualization, Trend & Variance Analysis, Data Validation & Quality Checks.
- ➢ **Programming & Tools:** R Programming (Basics – academic & applied analytics exposure), SQL (joins, aggregations, data extraction), Advanced MS Excel (Pivot Tables, Lookups, Power Query), VBA (Excel Macros – basic automation & reporting support), Power BI (Data modeling, DAX, KPI dashboards), Exploratory Data Analysis (EDA), Tableau
- ➢ **Domain Knowledge:** Financial Services & NBFC Operations, Banking Processes & Reporting, AI-Driven Decision Support, Product & Customer Analytics, AI Tools & Prompt Engineering
- ➢ **Business Analysis & AI Alignment:** Business Requirement Gathering (**BRD, FRD**), Business-to-Technical Translation, Stakeholder Management, Product & Feature Prioritization, Process Optimization, KPI Definition & Tracking.
- ➢ **Behavioral & Professional Skills:** Analytical Thinking**,** Ability to meet deadlines**,** Adaptable & quick learner**,** Strong collaboration & interpersonal skills**,** Attention to detail**,** Comfortable with rotational / structured work environments

## EDUCATION

**MBA – Business Analytics**                                                                                   **Sept 2023 – Aug 2025**
*TAPMI School of Business, Manipal University* | GPA: 8.04/10

**Bachelor of Engineering**                                                                                    **July 2018 – July 2022**
*Mumbai University* | GPA: 7.96/10

## EXPERIENCE

**General Electric (Vernova)** – Noida, India                                              **June 2024 – Dec 2024**
**Business Analyst – Sourcing & Procurement Analytics**

- ➢ Collaborated with business and technical stakeholders to gather reporting and analytics requirements, translating them into dashboard specifications.
- ➢ Built interactive **Tableau and Power BI dashboards** to track operational and supply-chain KPIs, improving management visibility and decision-making efficiency.
- ➢ Performed **data validation, cleaning, and analysis** on large datasets to support performance monitoring.
- ➢ Supported **analytics-driven insights** through structured reports, summaries, and management presentations.
- ➢ Supported data-driven recommendations by identifying trends and anomalies relevant to business objectives.
- ➢ Coordinated with cross-functional teams to ensure **accurate data reporting and issue resolution.**

**Adani Capital PVT LTD. (Power)** – Mumbai, India                              **Sept 2022 – Sept 2023**
**Associate Engineer**

- ➢ Analyzed **loan, customer, and operational datasets** to identify trends, performance gaps, and execution inefficiencies within a financial services environment.
- ➢ Built and maintained Excel-based dashboards and reports to monitor operational KPIs, customer communication effectiveness (SMS/WhatsApp/Email), and execution metrics, improving visibility for business and ops stakeholders.
- ➢ Worked closely with product, engineering, and operations teams to gather requirements, perform UAT, and ensure reporting outputs aligned with business needs and execution timelines.
- ➢ Conducted ad-hoc data analysis and dive-deep requests to troubleshoot reporting inconsistencies and process inefficiencies, reducing rework and accelerating decision cycles.
- ➢ Collaborated closely with team members and supervisors, following defined processes and instructions.

## PROJECTS

**AI-Driven Sales Forecasting & Predictive Analytics**
**Tools: Python, Pandas, NumPy, scikit-learn**
**Objective:** The objective of this project was to help business teams anticipate future sales trends using historical data and reduce uncertainty in planning decisions.

- ➢ The dataset contained inconsistencies, missing values, and noise that could impact prediction accuracy. I first cleaned and normalized the data, handled missing values, and performed exploratory analysis to understand patterns and correlations.
- ➢ I then built a regression-based forecasting model using Python libraries such as Pandas, NumPy, and scikit-learn.
- ➢ The model outputs were translated into clear business insights, allowing stakeholders to understand expected demand trends and plan inventory and resources more effectively. This project demonstrated my ability to apply predictive analytics and convert technical outputs into business-relevant insights.

**Real-Time Sales & Performance Dashboard | Power BI, DAX Queries**
**Tools: Power BI, DAX**
**Objective:** Provide business visibility into sales performance.

- ➢ Business teams required real-time visibility into sales, revenue, and outlet-level performance.
- ➢ I designed an interactive Power BI dashboard that tracked key metrics such as revenue, items sold, customer ratings, and outlet-level performance. Using DAX measures and dynamic slicers, I enabled trend analysis, top-performer identification, and category-wise comparisons.
- ➢ This allowed business teams to quickly identify high-performing segments and areas requiring attention, supporting data-driven merchandising.