

Esta Tharun

📍 Hyderabad, Telangana, India

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Professional Summary

Detail-oriented and people-centric Operations Analyst with a strong foundation in technical project coordination, data tracking, and capacity planning. Skilled in resource management, process optimization, and analytical reporting. Adept at bridging technical and operational goals by leveraging tools like Excel, NetSuite, Power BI, and PSA systems. Experienced in collaborating cross-functionally with project managers, HR, and functional heads to ensure staffing efficiency and optimal utilization.

Key Skills

- **Operations & Resource Management:** Capacity Planning, Resource Allocation, Demand Forecasting
 - **Tools & Platforms:** NetSuite, Microsoft Power BI, Microsoft Excel, Word, Outlook, PowerPoint
 - **Project Support:** Timesheet Monitoring, Budget Tracking, Staffing Coordination
 - **Process Optimization:** Documentation, Performance Dashboards, Reporting
 - **Soft Skills:** Critical Thinking, Cross-Team Collaboration, Conflict Management, Adaptability
 - **Technical Knowledge:** Familiarity with Computer Vision, AI/ML, Prompt Engineering (OpenAI)
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Experience

Operations & AI Intern

Swecha Telangana & ViswamAi

May 2025 – Present

- Supported operations and resource mapping using project and training pipelines.
- Maintained capacity updates in internal systems and tracked staff development needs.
- Participated in the documentation of processes related to resource planning and leave management.

- Assisted in AI-based systems such as job-matching platforms and academic assistant tools.

Project Contributions:

- **Resource Planning Dashboard:** Simulated project allocation scenarios using Excel & Power BI.
 - **AI Job Matching System:** Aligned resume profiles with job demands using BERT and NLP techniques.
 - **Video Surveillance Optimization:** Coordinated with teams for schedule and task allocation on cloud systems.
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Education

Bachelor of Computer Applications (BCA)

Osmania University – *Graduating 2024*

Certifications

- Prompt Engineering Bootcamp – Udemy (2025)
 - ML with TensorFlow – Intellipaat
 - LearnTube ML Certification
 - be10x AI Tools Workshop
 - **Power BI Workshop – Office Master (March 16, 2025) ✓**
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Leadership & Volunteering

- Led prompt engineering sessions and internal training for technical and non-technical audiences
 - Advocated for structured workflows and ethical governance within collaborative AI environments
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Languages

- English (Fluent) | Hindi (Fluent) | Telugu (Native) | Tamil (Beginner)