

# Prashant Kumar Nidhi

[LinkedIn](#) | [prashant100x@gmail.com](mailto:prashant100x@gmail.com) | [+1 \(343\) 558-0896](#)  
Ottawa, ON | Open to relocation to Greater Toronto Area

## PROFESSIONAL SUMMARY

Results-driven Business Operations Analyst with expertise in inventory management, data integrity, and process optimization. Skilled in analyzing performance data to drive operational excellence, cost savings, and profitability. Strong communicator with demonstrated ability to manage multiple projects, collaborate with cross-functional teams, and execute strategic initiatives in fast-paced environments.

## CORE COMPETENCIES

<b>Operations &amp; Analytics:</b>	Inventory Management, Process Optimization, Performance Analysis, Data Integrity, Cost Reduction Strategies
<b>Technical Proficiency:</b>	Advanced Excel (Pivot Tables, VLOOKUP, Macros, Complex Formulas), SQL, Power BI, Tableau, Inventory Management Systems
<b>Project Management:</b>	Change Management, Project Execution, Communication Playbooks, Cross-Functional Collaboration, Stakeholder Alignment
<b>Core Strengths:</b>	Action-Oriented, Detail-Oriented, Problem-Solving, Adaptability, Verbal & Written Communication

## PROFESSIONAL EXPERIENCE

### Infinite IT Solution | Business Analyst

Sep 2022 – July 2024 |Nepal

- Managed inventory data integrity and system accuracy for retail and e-commerce clients, conducting regular data audits and implementing optimization strategies that reduced inventory discrepancies by 22%
- Analyzed operational performance data using SQL and Advanced Excel to identify inefficiencies and cost-saving opportunities, proposing strategic process improvements that enhanced workflow efficiency by 25%
- Coordinated and managed multiple concurrent projects under tight deadlines, prioritizing effectively and maintaining high attention to detail while collaborating with cross-functional teams across operations, IT, and field teams
- Developed and executed comprehensive communication playbooks for system rollouts and process changes, ensuring seamless adoption of new procedures across multiple client locations and achieving 92% user adoption rate
- Built and maintained collaborative relationships with stakeholders across all business levels, gathering operational input and ensuring organizational alignment on strategic initiatives and change management efforts
- Designed performance dashboards and tracking systems using Power BI and Advanced Excel (pivot tables, VLOOKUP, INDEX-MATCH, macros), enabling data-driven decision-making and real-time KPI monitoring
- Supported financial performance objectives by tracking key metrics, identifying profit gaps, and implementing corrective actions that improved operational ROI by 18%
- Analyzed datasets exceeding 50,000 records to identify trends in parts supply chain logistics and inventory stocking requirements, delivering actionable insights that optimized inventory levels and reduced surplus by 15%
- Demonstrated adaptability by quickly learning new business processes, inventory management systems, and technologies while driving results in dynamic, fast-paced client environments

## EDUCATION

---

2024 - 2026	Post-Graduate Diploma in <b>Business Analytics College</b> (GPA: 3.2/4.0)	St Paul University - Lambton
2019 – 2022	Bachelor of Business Administration ( <b>Financial Markets</b> ) (GPA: 7.46/10)	LP University, India

## RELEVANT PROJECTS

---

**Inventory Optimization Dashboard (Power BI, Excel):** Built automated inventory tracking system with cycle count management, variance reporting, and alerts for stock levels, reducing manual processing time by 30% and improving inventory accuracy across multiple locations.

**Supply Chain Performance Analysis (SQL, Excel):** Analyzed parts availability and logistics data using SQL queries and advanced Excel functions, identifying 15% cost reduction opportunity through supplier consolidation and optimized stocking programs.

**Process Change Management Framework:** Developed comprehensive communication playbook and execution strategy for inventory management system implementation, ensuring clear rollout across operational teams and achieving high adoption rates.