

SNEHA SONI

Business Analyst/ Data analyst

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Summary

A highly motivated business analyst with hands-on experience in telesales and telecalling, equipped with foundational knowledge in SQL, Power BI, and Excel. Demonstrates strong analytical abilities and a keen interest in leveraging data to drive business decisions. Possesses excellent communication skills, adept at understanding customer needs, and translating them into actionable insights to support business growth. Seeking an opportunity to apply my skills and contribute to data-driven decision-making in a dynamic organization.

Skills

Analytical Skills, Communication & presentation Skills ,Project Management, SQL ,Power BI, -Ms Excel ,Interpersonal Skill, Adaptability ,Attention to Detail, Data visualization, Data analysis

Certifications

1. Business analysis with excel -elementary to advance by Johns Hopkins University.
2. Introduction to MS Excel by Coursera.
3. Business analysis and project management by Coursera

Experience

The Sparks Foundation

Business Data Analyst

Remote

04/2024 - 05/2024

Driving strategic decisions through data-driven insights and analysis.

- Assisted in data analysis and requirements gathering, enhancing decision-making processes and operational efficiency. Developed reports and dashboards using SQL and Power BI, supporting strategic planning and process improvements.

MeriSkill

Business Data Analyst

Remote

04/2024 - 04/2024

Empowering students through virtual internship opportunities for hands-on skill development.

- Utilized Power BI to develop interactive dashboards, conducted data mining, and generated reports, enhancing data-driven decision-making and business performance during the data analytics internship.

Digiclan (tanishq enterprises) Gwalior, India Telecaller representative 04/2023 - 09/2023

Performed outbound calls and operational tasks to support client needs and operational efficiency as a Telecaller.

- Engaged in outbound calls to prospective clients, promoting products/services, and achieving sales targets while ensuring smooth operational processes. Provided exceptional customer service, addressing inquiries and resolving issues to ensure client satisfaction.

Devish infotech private limited Gwalior, India Inside Sales Representative 06/2022 - 02/2023

Conducting sales activities via phone to generate leads and close deals.

- Utilized telesales data analysis to uncover actionable insights into customer preferences and market trends, driving strategic decision-making and enhancing sales performance. Actively contributed to business analysis efforts by translating telesales data into actionable recommendations for sales growth and operational efficiency.

Education

Prestige Institute of Management

Master of Business Administration-business analysis

Gwalior, India

2023 - Present

Jiwaji University

Bachelor of Commerce (B.Com)

Gwalior, India

2018 - 2021

