

Prerna Kapoor

Junior Business Analyst

Pune, Maharashtra · [Phone] · [Email] · [Website or LinkedIn]

PROFESSIONAL SUMMARY

Commerce and analytics graduate with a six-month business analyst internship at a fintech lending startup. Wrote user stories, mapped loan onboarding flows in process diagrams and ran SQL queries for the product team. Comfortable with Jira, Excel and Power BI. Looking for a junior business analyst role in banking, fintech or insurance technology.

SKILLS

Requirement gathering · User stories and acceptance criteria · Process mapping (BPMN) · SQL queries · Excel pivots and lookups · Power BI basics · Jira and Confluence · UAT support · Stakeholder interviews

EXPERIENCE

Business Analyst Intern — Fintech startup offering small-ticket personal loans, Pune
6-month internship

- Mapped the as-is and to-be loan onboarding journey, identifying three manual KYC steps the product team later automated.
- Wrote 45 user stories with acceptance criteria for a repayment reminder feature, reviewed and accepted by the engineering lead.
- Pulled weekly drop-off numbers with SQL and built a Power BI page the product manager used in sprint reviews.
- Prepared UAT scenarios and logged 30 defects in Jira, retesting each one before sign-off.

Analytics Volunteer — Non-profit running after-school learning centres, Pune
3 months · part-time

- Interviewed centre coordinators and designed a simple attendance and learning-level tracker in Google Sheets.
- Produced a monthly summary that helped the programme head spot two centres with falling attendance early.

EDUCATION

BBA in Business Analytics — Private university, Pune

Capstone: churn analysis for a subscription meal service using SQL and Excel

Higher Secondary (Commerce with Maths) — CBSE senior secondary school, Pune

CERTIFICATIONS AND REGISTRATIONS

- Entry Certificate in Business Analysis (ECBA), IIBA
- SQL for Data Analysis, online course

PROJECTS

- Mock BRD — wrote a full business requirements document for a college library app, including use cases and wireframes

LANGUAGES

English · Hindi · Punjabi