

# Riya Singh

## Data Analyst

Motivated and detail-oriented BBA graduate aspiring to begin a career as a Data Analyst. Skilled in Excel, SQL, Tableau, and Power BI with hands-on experience in building interactive dashboards and analyzing business data. Eager to leverage analytical skills and data-driven insights to support strategic decision-making and business growth.

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## EDUCATION

### Data Analyst (Course)

Webconvoy Academy, Noida Sec 63

08/2025 - 01/2026

Noida, India

Data Analysis

- Advanced Excel | Power BI Tool | SQL | Python | Tableau

### Bachelor of Business Administration (BBA)

IGNOU University

07/2022 - 07/2025

Noida, India

### Intermediate (12th)

GGSSS, Dallupura, Delhi - 110096

07/2021 - 02/2022

Delhi, India

### High School (10th)

GGSSS, Dallupura, Delhi - 110096

07/2019 - 03/2020

Delhi, India

## WORK EXPERIENCE

### Data Analyst

Fresher

*Detail-oriented and motivated BBA student with strong foundational skills in Data Analytics including Excel, SQL, Power BI, and Python basics. Seeking an entry-level Data Analyst role or internship where I can apply analytical thinking, solve business problems, and grow in a data-driven environment.*

## SKILLS

Advanced Excel

Power BI

SQL

Python

Tableau

## PERSONAL PROJECTS

Sales Dashboard (02/2026 - 02/2026)

- Technologies:** Tableau
- Achievements:** Designed a **dynamic Tableau Sales Dashboard** that streamlined sales analysis by 40% faster reporting using **KPIs, Charts, filters, and visual insights.**

Online Shopping Store Projects (OSMS) (12/2025-12/2025)

- Technologies:** SQL
- Achievements:** Designed and implemented an **Online Shopping Store Management system using SQL** by creating relational database tables for Customers, Products, and Orders. Performed complex queries using **JOIN, GROUP BY, and aggregate functions** to analyze revenue, customer purchasing behavior, and product performance, enabling data-driven business insights.

Sales Dashboard (10/2025 - 10/2025)

- Technologies:** Excel
- Achievements:** Designed an interactive **Sales Dashboard in MS Excel** using **Pivot Tables, Charts, and slicers** to analyze revenue, sales trends, and product performance. Automated data calculations using formulas to generate accurate and insightful business reports.

Finance Dashboard (09/2025 - 09/2025)

- Technologies:** Power BI
- Achievements:** Developed an interactive **Finance Dashboard in Power BI** to analyze revenue, expenses, and profit trends. Utilized **DAX measures, data modeling,** and dynamic visualizations to deliver clear financial insights for strategic decision-making

## CERTIFICATES

Microsoft Free Certification Course (11/2025)

Power BI Free Certificate Course (11/2025)

Continuous learning in Data Analytics tools

## LANGUAGES

ENGLISH

Full Professional Proficiency

HINDI

Full Professional Proficiency

## INTERESTS

Teaching

Listening Music