Maizy Singh

Detail-oriented professional with experience in requirement gathering, documentation, stakeholder communication and project coordination. Skilled in research, data analysis and tools like Excel, SQL Power BI and Jira with problem-solving abilities to support business processes and stakeholder needs.

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WORK EXPERIENCE

NEC Corporation India Private Limited

ASSOCIATE BUSINESS ANALYST INTERN   January 2025 – April 2025

- Gathered and documented business/technical requirements for PFRDA's TRACE project, preparing BRD, SOP and User Manual.
- Managed AWS S3 data ensuring structured organization.
- Cleaned and transformed large datasets (20L+ records) in Excel for seamless AWS Redshift integration
- Tracked and resolved 120+ Jira issues, ensuring requirement traceability and smooth development.
- Captured meeting minutes and tracked action items to ensure timely follow-ups.

Mahindra & Mahindra

PRODUCT ANALYST INTERN   July 2024 - October 2024

- Conducted market and competitor research to support product development for a call analytics platform (Voice Vista).
- Assisted in product roadmaps, tracked project timelines, and ensured deliverables were aligned with business goals.
- Collaborated with cross-functional teams to maintain communication to ensure smooth project execution.
- Maintained documentation (scripts, reports, project timelines) and supported progress tracking and report.

EDUCATION

ISBR Business School

PGDM (Marketing & Business Analytics) - **8.1**   2022 - 2024

Sharda University

B.sc (Mathematics) - **7.21**   2015 - 2018

PROJECTS

PFRDA's TRACE Portal- NEC

Gathered requirements with stakeholders, cleaned and validated 20L+ records in Excel and the development portal, and resolved 120+ Jira issues to improve efficiency.

Voice Vista- Mahindra & Mahindra

Conducted market research, supported product roadmap design, and managed documentation and testing to streamline development of Call Analytics platform.

Mahindra AI-Data Community

Co-Lead Data community for Mahindra AI for 2800+ members, arranged learning session focused on AI, gathered and analyzed community data to optimize event planning, driving a 50% increase in participation.

SKILLS

Excel | SQL | Jira | Requirement Gathering | Power-BI | Research & Data Analysis | Documentation | Stakeholder Communication.

CERTIFICATE

BA using Excel | Project Management Foundation | Data Visualization: Empowering Business with effective Insights.