MANDEEP KAUR

GreaterNoida,UP • 7898082641 • kaurmandeep8370@gmail.com
https://www.linkedin.com/in/contactmandeepkauron

SUMMARY

Detail-orientedand analytical Business Analyst with a strong foundation in data interpretation, business process improvement, and strategic problem-solving. Skilled in transforming complex datasets into actionable insights that support informed decision-making and organizational growth.

INTERNSHIP / WORK EXPERIENCE   JULY 2025 - AUGUST 2025

FUTURE LABSTUDIO (Gurgaon)

- **Data Analysis & Reporting**

Collected, cleaned, and structured client/market data to identify business trends and opportunities. Created reports and dashboards to support decision-making.

- **Requirement Extraction & Insights**

Queried and summarized datasets to highlight customer usage patterns and recurring issues. Provided actionable insights that helped refine project requirements.

- **Business Communication & Presentation**

Prepared stakeholder-ready presentations summarizing requirements, competitor research, and recommendations. Used visuals and workflows to simplify complex findings.

EDUCATION

Masterof Business Administration   2024-2026
  School of business | Galgotias University (Greater Noida)

Bachelor of Commerce   2021-2024
  Hemchand Yadav University (Bhilai , CG)

TOOLS & TECHNICAL SKILLS

- Microsoft Excel(Advanced): Pivot Tables, VLOOKUP, Dashboards, Data Cleaning
- SQL: Data extraction, querying, and relational database analysis
- Python (Pandas, NumPy): Data analysis and automation
- Tableau : Data visualization and performance dashboards
- MS Office Suite: Word, PowerPoint (Presentations)

SOFT SKILLS

- Business Analysis
- Strong analytical and problem-solving abilities
- Data Visualisation
- Presentation and data storytelling skills
- Decision-making using data-driven insights
- Collaboration and teamwork across departments
- Professional attitude and continuous learning mindset

CERTIFICATES

DataVisualisation | TATAGroup
- *Developed dashboards to present business insights and interpreted complex datasets to provide actionable recommendations. Gained practical experience in visualization best*
- *practices through real-world case studies*

Business Analysis | LinkedIn
- *Mastered business analysis techniques to design mock solutions, gather requirements, model processes, and evaluate business strategies.*

LANGUAGES

- English (Fluent)