

Ashrarul Haq A

Business Analyst

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PROFESSIONAL SUMMARY

Business Analysis graduate with hands-on experience in business operations, requirements analysis, process documentation, and data-driven decision-making. Experienced in collaborating with stakeholders, analyzing business needs, and developing solutions through academic and real-world projects. Passionate about improving business processes and delivering actionable insights.

EDUCATION

SRM Institute of Science and Technology 2025
B.Tech. Computer Science – Artificial Intelligence & Machine Learning | CGPA 7.96

SKILLS

- Business Analysis:** Requirements Gathering, Stakeholder Communication, Business Process Analysis, Process Mapping, User Stories, Functional Documentation
- Data & Reporting:** Microsoft Excel, Basic SQL, Power BI
- Tools:** Jira, Confluence, Draw.io, Lucidchart, Figma, Microsoft PowerPoint

PROFESSIONAL EXPERIENCE

- Business Operations Executive** | *MyCaptain* Dec 2024 – Mar 2025
- Conducted market research and identified potential institutional partners, supporting business growth initiatives.
 - Coordinated business operations activities, maintained reports, and collaborated with internal teams to improve operational efficiency.

PROJECTS

- NovaCart | Business Analysis & Sales Analytics** GitHub | Live Demo
- Analyzed business requirements and designed a sales analytics solution to support business decision-making.
 - Documented business requirements, identified process improvements, and created reports for performance analysis.
- Campus Placement Tracker** GitHub | Live Demo
- Designed and developed a web-based campus placement management system to streamline student registrations, company drives, eligibility tracking, and placement records.
 - Documented functional requirements, analyzed workflows, and structured the application to improve placement management efficiency.

CERTIFICATIONS

- Microsoft Business Analysis Fundamentals** – Microsoft (Coursera) 2024
- Google Agile Project Management** – Google (Coursera) 2024
- IBM Python for Data Science** – IBM 2023