Kavya Reddy

Business Analyst -> Product Analyst

Hyderabad, Telangana | +91 98XXX XXXXX | kavya.reddy@email.com | linkedin.com/in/kavyareddy

SUMMARY

Business analyst with 2 years in a product team, sitting between engineering and operations for a B2B marketplace. Write the requirements, run the analysis behind them, and check afterwards whether the change actually worked.

EXPERIENCE

Business Analyst - TradeLink Marketplace Jun 2024 - Present

Hyderabad

- Write requirements and acceptance criteria for a 6-engineer squad; 3-4 features per quarter.
- Analysed drop-off in the seller onboarding funnel and found 44% of applicants stalled at document upload; the resulting redesign moved completion from 56% to 78%.
- Build and maintain 9 operational dashboards in Metabase used daily by the ops team.
- Run post-release checks on every feature I specify - 2 of 11 were reverted or reworked because the data did not support the expected outcome.
- Facilitate requirement workshops with operations, finance and support before each quarter's planning.

Operations Associate - TradeLink Marketplace Jul 2023 - May 2024

Hyderabad

- Handled seller verification for about 60 applications a week.
- Identified and documented the manual steps that later became the automation backlog.

SKILLS

Analysis SQL, Excel, funnel and cohort analysis, A/B test reading

Product requirement writing, acceptance criteria, user stories, stakeholder workshops

Tools Jira, Confluence, Metabase, Figma (reading), Miro

EDUCATION

MBA (Operations & Systems) - ICFAI Hyderabad, 2023

B.Tech (ECE) - JNTU Hyderabad, 2021

SPECIMEN — ResumeHub. A fictional composite written to show this template finished. Copy the structure and the shape of the sentences, never the facts. The editable .docx sits beside this file.