



MIRA MENON

Business Operations Analyst

process analysis, SQL, Excel

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FICTIONAL SAMPLE - all employers, qualifications and outcomes are illustrative and unverified.

EXECUTIVE SUMMARY

Business Operations Analyst with an illustrative 11-year career in organisational administration, executive support and operating processes. Combines process analysis, sql, excel with disciplined documentation, practical coordination and clear communication. The sample career progresses from focused execution to independent workstream ownership, with responsibilities and boundaries described for each appointment.

Selected work includes operational bottleneck study, management information model and resource planning analysis. These examples explain the original problem, individual contribution, deliverables, review approach and remaining limitations rather than relying on unsupported headline claims.

Prepared for experienced business operations analyst opportunities requiring dependable delivery, thoughtful professional judgement and collaboration. The qualification narrative includes MBA in Business Analytics. Every named organisation and outcome in this record is fictional; professional eligibility is not independently established.

AT A GLANCE

11 years

ILLUSTRATIVE CAREER

4

CAREER APPOINTMENTS

3

WORK EXAMPLES

2

EDUCATION RECORDS

CORE COMPETENCIES

process analysis / SQL

Excel / dashboards

requirements gathering / root-cause analysis

forecasting / stakeholder communication

PROFESSIONAL MISSION

Turn a clear brief into dependable organisational administration, executive support and operating processes work: understand the context, apply process analysis and sql, record the evidence and explain the limitations before handover.

Career family: Administration & Business Operations | Snapshot: 2026-09-22

PROFESSIONAL EXPERIENCE / RECENT

Business Operations Analyst

Meridian Business Operations (fictional)

Jul 2024 - Present | Pune, India

Independent ownership of scoped business operations analyst work, coordinating contributors and making review requirements explicit. Includes the first two selected work examples.

- Mapped stage durations and exception categories.
- Created a documented metric layer and validation checks.
- Led brief clarification and prioritised work using process analysis, sql and excel. Raised unresolved constraints before committing to the next stage.
- Coordinated peer reviews and handover preparation; used a process and responsibility map to distinguish completed work, assumptions and follow-up needs.
- Supported colleagues with practical examples of dashboards and maintained a concise learning record after important assignments.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Senior Business Operations Analyst

Northline Business Operations (fictional)

Jul 2020 - Jun 2024 | Pune, India

Owned defined assignments and supported cross-functional coordination. Developed deeper practice in excel and dashboards.

- Built bounded scenarios and reviewable assumptions.
- Translated incoming requirements into a sequenced plan and aligned responsibilities with the project or service owner.
- Applied requirements gathering and root-cause analysis to resolve delivery questions while maintaining source and decision notes.
- Introduced reusable working documents and reviewed exceptions with the responsible specialist rather than silently changing scope.
- Prepared a improvement review and handover so the next team could understand the work and remaining questions.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

PROFESSIONAL WORKING PRINCIPLES

- Clarify service expectations, recurring deadlines and escalation ownership.
- Maintain controlled records and communicate changes before they affect other teams.
- Use simple measures to locate bottlenecks without hiding exceptions in averages.

PROFESSIONAL EXPERIENCE / EARLIER

Business Operations Analyst

Cedarbridge Business Operations (fictional)

Jul 2017 - Jun 2020 | Pune, India

Progressed from supported tasks to independently managed assignments, with review available for unfamiliar or higher-risk decisions.

- Handled recurring work involving process analysis and sql using a documented preparation and review process.
- Supported management information model by organising inputs, maintaining issue notes and incorporating reviewer feedback.
- Coordinated colleagues and internal stakeholders using concise status updates, clear questions and agreed next steps.
- Improved record consistency through forecasting and documented handover expectations.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Assistant Business Operations Analyst

Cedarbridge Business Operations (fictional)

Jul 2015 - Jun 2017 | Pune, India

Built practical foundations through supervised assignments, routine documentation and feedback from experienced colleagues.

- Assisted with process analysis and excel within an agreed scope and escalated unfamiliar work.
- Prepared inputs and checked completeness before passing work to the responsible reviewer.
- Maintained task records and learned to communicate assumptions, constraints and observed problems clearly.
- Applied review feedback to subsequent assignments and developed a dependable working routine.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

SELECTED CONTRIBUTIONS

Operational bottleneck study. Mapped stage durations and exception categories. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Management information model. Created a documented metric layer and validation checks. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Resource planning analysis. Built bounded scenarios and reviewable assumptions. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

SELECTED WORK / 01

Operational bottleneck study

P1 | Jan 2025 - Jun 2025 | FICTIONAL WORK EXAMPLE

Context. Fictional internal work programme in organisational administration, executive support and operating processes; not a real client case study.

Problem. Average turnaround hid long waiting periods.

Objective. Create a workable response to this issue through process analysis, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Contribution and ownership. Business Operations Analyst; owned the stated workstream, not the full organisation or every collaborator contribution.

- Mapped stage durations and exception categories.
- Prepared the scope with the commissioning team, identified unresolved inputs and used process analysis to turn the brief into a sequenced work package.
- Applied sql and excel while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

Methods. process analysis / SQL / Excel / dashboards

Deliverables. Operational bottleneck study - scoped brief; Operational bottleneck study - reviewed working package; Operational bottleneck study - handover and learning summary

Review. Reviewed the scoped output against the agreed brief, recorded exceptions and checked that key conclusions could be traced to observations. The review package calls for a process and responsibility map and a named human reviewer.

Illustrative outcome: the team adopted a repeatable approach for operational bottleneck study, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): process and responsibility map; operating checklist or service log; improvement review and handover.

SPECIALIST PRACTICE

Operating scope

The sample focuses on process analysis, sql, excel. Approvals, supervision and specialist input are identified in each work package; work outside this scope is referred to the designated responsible person.

Peer learning and practical guidance. Created short examples on process analysis and dashboards for colleagues. Separated personal preferences from agreed team procedures and recorded useful questions.

Review and handover discipline. Facilitated practical reviews of management information model, ensuring that unresolved issues retained a named owner rather than disappearing from final presentations.

Examples distinguish coordination responsibilities from spending authority and specialist approval.

SELECTED WORK / 02 AND 03

Management information model

P2 | Jan 2026 - Jun 2026 | Meridian Business Operations (fictional)

Problem. Reports used inconsistent service definitions.

Objective. Create a workable response to this issue through sql, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Ownership. Business Operations Analyst; owned the stated workstream, not the full organisation or every collaborator contribution.

- Created a documented metric layer and validation checks.
- Prepared the scope with the commissioning team, identified unresolved inputs and used excel to turn the brief into a sequenced work package.
- Applied dashboards and requirements gathering while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

Methods. SQL / Excel / dashboards / requirements gathering

Delivered. Management information model - scoped brief; Management information model - reviewed working package; Management information model - handover and learning summary

Illustrative outcome: the team adopted a repeatable approach for management information model, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): process and responsibility map; operating checklist or service log; improvement review and handover.

Resource planning analysis

P3 | Jan 2021 - Jun 2021 | Northline Business Operations (fictional)

Problem. Demand fluctuations were handled reactively.

Objective. Create a workable response to this issue through excel, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Ownership. Business Operations Analyst; owned the stated workstream, not the full organisation or every collaborator contribution.

- Built bounded scenarios and reviewable assumptions.
- Prepared the scope with the commissioning team, identified unresolved inputs and used requirements gathering to turn the brief into a sequenced work package.
- Applied root-cause analysis and forecasting while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

Methods. Excel / dashboards / requirements gathering / root-cause analysis

Delivered. Resource planning analysis - scoped brief; Resource planning analysis - reviewed working package; Resource planning analysis - handover and learning summary

Illustrative outcome: the team adopted a repeatable approach for resource planning analysis, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): process and responsibility map; operating checklist or service log; improvement review and handover.

EDUCATION AND SPECIALIST LEARNING

MBA in Business Analytics

Asterbridge Institute of Professional Studies (fictional institution)
Jul 2013 - May 2015 | completed - fictional record
Focus: process analysis, SQL, dashboards. Specialist study on operational bottleneck study; an illustrative learning project, not a published result.

B.Sc in Mathematics

Cedarhaven College of Applied Studies (fictional institution)
Jul 2010 - May 2013 | completed - fictional record
Focus: Excel, requirements gathering, root-cause analysis. Applied coursework in process analysis, documentation and reviewed practical assignments.

CONTINUING PROFESSIONAL DEVELOPMENT

Process improvement workshop (2023). Process analysis and dashboards in the context of business operations analyst work. Used reflective exercises and a bounded practice example related to operational bottleneck study.

Business writing practicum (2024). Sql and requirements gathering in the context of business operations analyst work. Used reflective exercises and a bounded practice example related to management information model.

Operational reporting lab (2025). Excel and root-cause analysis in the context of business operations analyst work. Used reflective exercises and a bounded practice example related to resource planning analysis.

Provider for these illustrative learning records: Meridian Professional Learning Studio (fictional). Not a licence or certification.

LANGUAGES AND WORKING PREFERENCES

English and Hindi - professional working proficiency in this fictional record.

Work arrangement: hybrid; remote feasibility discussed per role. Relocation: open to discussion - sample preference. Availability: not confirmed; discuss before an interview.

CREDENTIAL AND EVIDENCE STATUS

Examples distinguish coordination responsibilities from spending authority and specialist approval.
Synthetic qualification and institution names illustrate profile fields only; they are not a validated qualification route or recognised accreditation claim.
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Complete machine-readable data: profile.json. Interactive companion: portfolio.html. Reference CV used for structure only; this is not Ajay Prajapat's biography.