

RENU NAGESWARA PRASAD TUPAKULA

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PROFESSIONAL SUMMARY

Business Execution Consultant and Business Analyst with 7+ years of experience across home lending, financial technology, banking, and operations. Strong background in BRD/FRD creation, UAT coordination, stakeholder management, SQL analysis, reporting, process documentation, and Python-led automation. Led large-scale document migration, control report documentation, dashboard, and workflow automation initiatives that improved audit readiness, accessibility, governance, and operational efficiency.

CORE SKILLS

Business Analysis	BRD, FRD, UAT, requirements gathering, impact analysis, stakeholder management
Data & Reporting	SQL Server, Tableau, Power BI, DAX, KPI dashboards, data dictionaries
Automation	Python automation, document processing, desktop automation, file handling, validation workflows
Delivery	IIS environments, workflow testing, client demos, training documentation

PROFESSIONAL EXPERIENCE

Business Execution Consultant - Home Lending, BIA | Wells Fargo International Solutions Pvt. Ltd. | Dec 2024 - Present

- Create BRD, UAT, and technical specification documents by reverse engineering existing reports, dashboards, SQL queries, Tableau workbooks, Power BI assets, and underlying report logic.
- Refactor legacy reporting logic into process documentation, data dictionaries, mapping sheets, process guides, and functional requirements for business and technology stakeholders.
- Partner with cross-functional teams to validate report logic, capture requirements, support UAT sign-offs, and improve reporting accuracy.
- Build and maintain Power BI and Tableau dashboards with data modeling, DAX measures, KPI tracking, and drill-down analytics.
- Automate repetitive data, document, and file-management activities using Python and Power Automate across validation, metadata extraction, migration support, desktop UI workflows, reconciliation, text analysis, and repository processing.

Associate Specialist - Client Solutions, RMS Partners | FactSet Systems India Pvt. Ltd. | Oct 2021 - Dec 2024

- Gathered and documented client requirements through BRDs, functional requirements documents, and impact analysis reports aligned to project objectives.
- Configured and delivered product changes within agreed timelines, workload capacity, and project scope while maintaining stakeholder visibility.
- Created and modified SQL database tables using insert, update, and delete queries, and prepared data extracts for stakeholder analysis.
- Set up development, UAT, and delivery environments in IIS and managed website deployments for internal teams and external clients.
- Developed and tested Word, Excel, and PowerPoint templates based on client specifications; conducted end-to-end workflow testing before release.

Associate Consultant | Wipro Ltd. - Client: ICICI Bank | Nov 2019 - Oct 2021

- Supported application development, maintenance, and production support activities aligned to bank and RBI policy requirements.
- Conducted requirement analysis and prepared BRD and FRD documents for application and process changes.
- Coordinated with business and technology stakeholders to deliver project objectives within scope and timeline expectations.

Executive - Helpdesk | Hitachi Payment Services Pvt. Ltd. | Apr 2018 - Jul 2019

- Managed backend cash operations support for 3,000+ ATMs and 500+ BNA/CRM machines.
- Handled ATM incident management through Synergy CRM and coordinated with operations support teams for service continuity.
- Generated daily uptime and operational reports using Excel lookups and pivot tables for management and banking clients.

SELECTED AUTOMATION PROJECTS

- **Migration Project:** Led a 2-member team to migrate and streamline 150,000+ documents from Jira to a centralized network drive repository within 3 months; managed document identification, cleanup, segregation, mapping, and repository organization to improve accessibility, governance, and process efficiency through a structured, semi-automated approach.
- **Control Report Documentation:** Prepared BRD, SDD, and UAT artifacts with business stakeholders for multiple undocumented control reports; performed QC, validation, and end-to-end documentation to support audit readiness, completeness, accuracy, compliance, and governance standards.

- EUCT Documentation and Cozi Insights Automation: Automated metadata extraction from Word documents, folder creation, Excel tracker updates, document-management form population, and desktop application interactions using python-docx, openpyxl, PyAutoGUI, and PyGetWindow.
- Enterprise Version Control and Archive Automation: Built duplicate detection, version comparison, archive generation, naming standardization, and obsolete-file identification using pathlib and hashlib to simplify document governance and reduce storage usage.
- Jira Analytics Dashboard: Created Power BI dashboards using Jira and SQL data to monitor ticket volume, SLA performance, aging, throughput, and operational KPIs for management reporting.
- Outlook Email Automation: Built Python utilities with pywin32 to generate formatted emails, attach reports, manage recipients, distribute files, and support workflow notifications.

EDUCATION & CERTIFICATIONS

- B.Tech, Eluru College of Engineering & Technology, 2018
- Business Analytics Foundations, LinkedIn Learning
- Agile Methodology Virtual Experience Program, Cognizant
- Ethical Hacking and Penetration Testing Internship Recognition, Spyry Technologies, 2018

TECHNICAL SKILLS

SQL Server, Python, Power BI, Tableau, DAX, Power Automate, Jira, Microsoft Dynamics, Dataverse, document processing, desktop automation, file handling, validation workflows, IIS, Microsoft Word, Excel, PowerPoint, HTML, CSS, XML