

RIYA SETHIA

Business Analyst (Consulting) | Systems, Process & Stakeholder Analysis
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SUMMARY

I support system and process improvements by translating business and client needs into clear requirements, documentation, and delivery support. My work spans SAP-driven finance operations and tech platforms, where I collaborate with stakeholders, streamline handovers, and enable on-time delivery through structured analysis and reporting.

EXPERIENCE

Deloitte USI — Associate Analyst (Global Financial Services | P2P)

May 2024 – Dec 2025

- Analysed Procure-to-Pay workflows across multiple stakeholders to identify approval and validation gaps, contributing to process improvements that reduced invoice follow-ups by 25%, minimized rework, and maintained <1% audit errors across 1,000+ invoices.
- Created onboarding documents for 3 new team members on SAP P2P process ensuring consistent adherence to standardized processes during team scale-up.
- Designed and maintained Excel-based vendor tracking reports to monitor active vs inactive vendors, improving visibility, control, and issue identification during invoice processing cycles.

MicroGrid Inc. Pvt. Ltd. — Business Analyst

Nov 2023 – May 2024

- Translated 60+ client discussions into structured requirements using Confluence and MS Word, reducing rework.
- Coordinated cross-functional handovers using Jira by clarifying requirements, tracking dependencies, and supporting backlog readiness, enabling 4 teams to deliver CRM and website go-lives on schedule.
- Built Excel-based project and release tracking dashboards to monitor delivery status, issue trends, and post-go-live defects, enabling teams to deliver 3 critical releases 15–20% faster and reduce post-launch issues by ~70%.

Good Glam Group — Campaign Manager

Dec 2022 – Feb 2023

- Managed a creator-led marketing campaign by coordinating 35 influencers and delivering 105 approved assets for Amazon VSE.
- Analysed creator performance and campaign metrics, contributing to a 4x increase in billings (₹8L → ₹30L+) by identifying high-ROI creators and repeat partnerships.

Axis Securities — Corporate Finance & Strategy Intern

July 2022 – Aug 2022

- Researched market trends and competitors to create a compiled report on the findings, highlighting observations and potential areas for improvement.
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EDUCATION

Bachelor of Business Administration (BBA) – Financial Markets

CGPA: 8.9/10

Gitam School of Business | 2020 – 2023

SHORE Cultural Fest & GITAM Excellence Meet — Finance & Sponsorship Leadership

Led finance, legal, and sponsorship planning for large-scale institutional events, managing budgets exceeding ₹50 lakhs, overseeing compliance documentation, and coordinating teams of 10–13 members to ensure smooth execution and funding through strategic partnerships.

Crescendo Magazine — Editorial Team Member

Edited and curated student-written articles to align with Crescendo's editorial standards, collaborating with writers and designers to deliver cohesive, high-quality magazine editions under tight timelines.

TOOLS & SKILLS

Tools: Excel, SAP (P2P), JIRA, Confluence, CRM Systems, MS PowerPoint, SQL (Basic), Power Bi, n8n and Seaborn

Core Skills: Requirements Gathering, Business & Functional Documentation (BRD), Process Analysis (As-Is / To-Be), Stakeholder Coordination, Data Validation, UAT Support, Cross-team Delivery Support.
