

Business analyst (fresher)

Company: [Company name]

Location: [Location] | Work mode: [Work mode]

Employment type: Full-time | CTC: [CTC for the full-time role]

Joining: [Joining date] | Apply by: [Apply by]

About [Company name]

[About your company]

About the role

[Company name] is hiring a fresher business analyst to join the [Team] team. You will sit between business users and the people who build our product, helping both sides agree on what needs to be built. You will take notes in meetings, write requirements and user stories, map processes and support testing before release. A senior analyst will review your documents and show you how our projects run.

What you will do

- Attend stakeholder meetings, take notes and send minutes of meeting (MoM) with decisions and action owners the same day.
- Write user stories with acceptance criteria that developers can build and testers can check.
- Draft and update sections of the business requirements document (BRD) or functional requirements document (FRD).
- Draw process flows showing how work happens today and how it should work after the change.
- Ask questions to find gaps, conflicts and unstated assumptions in a requirement.
- Keep the backlog in order in Jira or a similar tool by updating status, linking stories and flagging blocked items.
- Write test scenarios, support user acceptance testing (UAT) and log defects until they are fixed.
- Record change requests and note how each one affects scope and timelines.
- Pull simple numbers from Excel or SQL to show the size of a problem or the effect of a change.
- Prepare a weekly status update for the project manager and the client.

What we are looking for

- Clear written and spoken English, with the ability to document requirements, examples and acceptance criteria that developers can discuss and testers can check.
- Structured thinking: you can break a vague request into steps, inputs, outputs and exceptions.
- Working skills in Excel or Google Sheets, Word or Google Docs, and PowerPoint or Google Slides, to analyse simple data, document requirements and present findings.
- Understanding of the software development lifecycle and of Agile ideas such as sprints, backlogs and user stories.
- Ability to draw a process as a flowchart in draw.io, PowerPoint or a similar tool.
- Confidence to ask questions in a meeting and to follow up in writing.
- One project, internship or case study where you gathered needs from other people and documented them.

Good to have

- Basic SQL, enough to check a number yourself.

- Familiarity with Jira and Confluence.
- Exposure to BPMN or UML diagrams such as use case and activity diagrams.
- Interest in a domain such as banking, insurance, healthcare, logistics or e-commerce.
- Simple wireframing in Figma or a similar tool to illustrate a requirement.
- A short course in business analysis, helpful but not required.

Who can apply

BBA, BCom, B.Tech, BCA, BSc, MBA and MCA graduates can all apply. MBA graduates with some IT exposure and B.Tech or BCA graduates who write well are a natural fit. Clear writing and structured thinking matter more than the stream.

How to apply

Apply through this job post by [\[Apply by\]](#). Shortlisted candidates will hear from us about the next steps.

Business analyst intern

Company: [Company name]

Location: [Location] | Work mode: [Work mode]

Employment type: Internship | Duration: [Internship duration] | Stipend: [Stipend for the internship]

Joining: [Joining date] | Apply by: [Apply by]

About [Company name]

[About your company]

About the role

[Company name] is looking for a business analyst intern to support our project team. You will take meeting notes, tidy requirement documents, draw simple process flows and help test new features before release. This internship suits pre-final and final-year students of BBA, B.Tech, BCA, BCom, MBA or MCA who write clearly and like asking questions.

What you will do

- Take notes in project meetings and send a clean summary with action items by the end of the day.
- Draw process flows from short interviews with team members, using draw.io or PowerPoint.
- Turn rough requests into draft user stories for a mentor to review.
- Update requirement documents and keep the version history in order.
- Write test cases from user stories, run them on a new feature and note any defects.
- Collect and organise data in Excel for a study of a process or problem.

What we are looking for

- Studying for, or recently completed, BBA, B.Tech, BCA, BCom, MBA, MCA or a similar degree.
- A writing sample you are free to share, such as a college report or case study, that shows clear structure.
- Excel and PowerPoint basics.
- Interest in how business processes and software fit together, shown by a project or case study.
- Reliable follow-up: you send what you promised when you promised it.

Who can apply

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Screening questions to add to your job post

1. **A sales manager asks for 'a better report'. What is the first question you would ask?** Good answers ask what decision the report supports, who will use it and how often. Weaker answers jump to fields and layout.
2. **Write one acceptance criterion for 'a customer can reschedule a delivery'.** A good criterion can be checked as pass or fail, such as 'the customer sees a confirmation with the new date'. A phrase like 'it should be easy to use' cannot be checked.
3. **Two stakeholders give you conflicting requirements. Who do you speak to first?** Look for answers that clarify each person's goal, record the conflict and confirm who owns the decision. Talking to each person separately before a joint discussion can also be sensible.
4. **What is the difference between a business requirement and a functional requirement?** A vocabulary check. A business requirement says what the business needs, such as fewer failed deliveries. A functional requirement says what the system must do, such as send an SMS before dispatch.
5. **Describe a document or flowchart you created and what it was for. Share a sample only if you are allowed to.** Judge clarity, structure and the candidate's own contribution. Accept a description or a private walkthrough, and do not ask for confidential client or employer documents.
6. **After sign-off, the client asks for a change. What do you record before saying yes?** Looks for change-request habits: the change itself, its effect on scope and time, and who approved it.