

EKATERINA FETISOVA

Business Analyst | BI Reporting (Power BI, DAX, Power Query, Power Automate)

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Auckland, New Zealand | Post Study Work Visa / Open to remote-hybrid

PROFESSIONAL SUMMARY

Business Analyst with a background in project coordination, financial analysis, and data reporting, with recent hands-on delivery in Power BI, Power Automate, and Power BI Report Builder. Experienced in maintaining dashboards, tracing data flows, identifying discrepancies, and automating scheduled report distribution. Uses generative AI assistants to accelerate DAX/Power Query development and troubleshooting, with a strong focus on testing, validation, and clear documentation.

TECHNICAL SKILLS

BI & Reporting: Power BI, DAX measures, Power BI Report Builder (Paginated Reports)

Data Transformation: Power Query (M) (table shaping/cleaning, transformation steps)

Automation: Power Automate (email distribution flows, parameterised report delivery)

AI-Assisted Delivery: Generative AI assistants for drafting DAX/Power Query approaches, UI/visual techniques, and troubleshooting workflows (validated through testing)

Data & Productivity: Excel, MS Office Suite

Collaboration: Slack, Notion, Miro

Web/Platforms: WordPress, WIX, Tilda; CRM/ERP systems

PROFESSIONAL EXPERIENCE

Business Analyst — Makhana AMRIT Mantra Pte Ltd (Remote Contract)

2024–2025

- Modified and maintained Power BI reports, tracing data flows and transformations to ensure reporting accuracy.
- Built and adjusted DAX measures to support report calculations and business logic.
- Used Power Query (M) to transform source tables and validate data preparation steps for reporting.
- Identified and resolved data issues including a critical timezone discrepancy affecting date-based reporting.
- Created paginated reports in Power BI Report Builder (PDF/Excel outputs) for scheduled distribution.
- Built Power Automate flows to deliver parameterised reports to specific recipients via email.
- Improved dashboards based on user needs; replicated requested visual behaviours by researching and prototyping Power BI features.
- Applied a structured troubleshooting approach: clearly defined issues, evaluated solution options (including AI-suggested fixes), tested outcomes, and documented the final resolution.

Property Manager — Irkutsk, Russia

2016–2022

- Coordinated renovation projects while maintaining regular property management operations.
- Served as first point of contact for tenants, contractors, and stakeholders; ensured clear communication and follow-through.
- Managed complex schedules, prioritised competing demands, and delivered outcomes under tight deadlines.
- Liaised between multiple stakeholders to ensure project objectives were met on time and within budget.
- Facilitated renovation projects resulting in 15–20% growth in rental yields.

Founder — ecopolza.shop (Organic Store) | Irkutsk, Russia**2014–2015**

- Built business operations from the ground up, including planning and day-to-day execution.
- Coordinated suppliers, team members, and customers to ensure smooth operations and service delivery.
- Created and maintained customer databases and communication channels.
- Managed social media content and promotional activities.
- Synchronized online and offline operations across multiple communication platforms.
- Developed an operational infrastructure that supported expansion following the business sale in 2015.

Executive Assistant to CEO — Alekseevskaya (River Transport Company) | Irkutsk, Russia 2013–2014

- Provided high-level administrative support including calendar management and meeting coordination.
- Prepared meeting documents, recorded minutes, and tracked follow-up actions.
- Coordinated communication between the executive office and internal/external stakeholders.
- Identified and implemented operational improvements to increase productivity.
- Redesigned the CEO's document management system, reducing time spent searching for critical files and improving access.

Career Break — Childcare

2009–2013

Financial Manager — NaftaBurServis LLC (Research Drilling Company) | Irkutsk, Russia 2007–2008

- Orchestrated credit/leasing deals and managed communications with financial partners.
- Prepared financial reports for top management.
- Developed standardized cash flow statement processes to support managerial decision-making and financing applications.
- Supported successful financing deals from market research through deal closure.

EDUCATION**Master of Business Informatics — ICL Graduate Business School, New Zealand 2023–2024****Bachelor of Finance — Baikal State University of Economics and Law, Irkutsk, Russia 2002–2007****PROFESSIONAL DEVELOPMENT****CAPM® (Certified Associate in Project Management) – Exam Preparation Course****Udemy (Online) | Completed 2025**