

MANAS DEEPAK PANDIT [*Business Analyst*]

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Career Objective

To leverage my 2.9 years of experience in business analysis, requirement gathering, and stakeholder management to drive innovative solutions that optimize business processes and improve operational efficiency. I aim to contribute my analytical skills, problem-solving capabilities, and domain knowledge to deliver value-driven outcomes in a dynamic and growth-oriented organization.

Profile Summary

- In-depth knowledge of SDLC in various phases and methodologies (i.e. Agile & Waterfall)
 - Proficient in **Waterfall Model** - Gathered requirements using **Elicitation Techniques** and prepared **BRD, FRD, SRS** prepared **RACI Matrix**, BCD, created **UML Diagrams** and **Prototypes** and requirements tracking through **RTM** well versed with **UAT** handling **Change Request**.
 - Expert in **Agile Scrum** - Creation of **user stories** and Added **Acceptance Criteria, BV & CP, Sprint & Product Backlogs** conducted various **Sprint Meetings, Sprint & Product Burndown charts** ensured **DOR** and **DOD** checklist.
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Core Competencies

- Business Analysis Planning and Monitoring.
 - Elicitation and Collaboration.
 - Requirement Life cycle Management.
 - Requirement Analysis and Design Definition.
 - Strategy Analysis
 - Solution Evaluation
 - Stakeholder management
 - Project management
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Professional Experience

Mind Spark Technology - Pune

[May 2022 – Present]

Designation – Business Analyst

Project 1 – Pharmacy CRM

Description –

The project aimed to design and implement a comprehensive CRM system for a pharmacy chain to streamline customer relationship management, enhance customer retention, and optimize operational workflows. The solution facilitated better engagement with patients, improved prescription management, and integrated inventory and sales tracking for seamless operations.

Responsibilities –

- Conducted **Enterprise Analysis**, under the assistance of a senior BA created a Business Case Document, conducted **Stakeholder Analysis** and prepared **RACI Matrix**.
 - Gathered requirements from business heads using **Elicitation Techniques** and created a Business **Requirements Document (BRD)**.
 - Translated **BRD** into **Functional Requirements Document (FRD)**, collaborated with the technical team and prepared **SRS Document**.
 - Created **UML diagrams** and **wireframes** to visually represent requirements using **MS Visio**, **Balsamiq** and **Axure**.
 - Created and maintained **RTM** throughout the project.
 - Assisted in Testing Team by preparing **Test Case Scenarios** and ensured the **UAT** was successful.
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Project 2 – Insurance Transaction CMS

Description –

The project aimed to design and implement a robust Content Management System (CMS) for managing insurance transactions, including policy creation, claims processing, and customer data management. The CMS streamlined workflows, improved data accuracy, and enhanced user experience for both internal stakeholders and end users.

Responsibilities -

- Interacted with the stakeholders and gathered requirements by using various **elicitation techniques**.
- Created **user stories** with appropriate **acceptance criteria** and assistance from the product owner. Also added **user stories** into **product backlog** using the **JIRA** tool.
- Prioritized and validated the requirements using **Moscow** and **FURPS** technique. Also added **user stories** to **sprint backlog** based on prioritization order.
- Collaborated with product owner and scrum master for **BV** and **CP** values and assisted the product owner for the creation of **DOR** and **DOD** checklist.
- Participated in **sprint ceremonies** to remove **road blocks** in the project.
- Generated **Sprint**, **Product Burn down/Burn up charts** to track the project progress.
- Participated in product planning and **UAT** to successfully deliver each sprint.

Technical Skills

- Documentation Tools: MS Suite.
 - Prototyping & Wire frames Tools: Axure & Balsamiq
 - Modeling Tools: MS Visio , Draw.io.
 - Database: SQL
 - Project Management tool: JIRA
 - Reporting Tools: Power BI & Tableau.
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Education

- BE Computer Science from Pune University – Distinction
 - HSC / 12th Grade – Higher Second Class
 - SSC / 10th Grade – Distinction
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Certifications

- Certified IT Business analyst from IIBA (EEP)
 - Business Analyst Master Class – Udemy
Link - [ude.my/UC-87ae481e-6bcc-4b6a-b1fb-8791b4b70c52](https://www.udemy.com/course/business-analyst-master-class/)
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Additional Information

- Languages – English , Hindi , Marathi
 - Interests – Social work , Reading , Outdoor activities
 - Awards - Part of a team awarded "**Best Project Team**" for delivering a key initiative ahead of schedule and under budget.
 - Achievements - "**Employee of the Month**" for consistently delivering high-quality business requirements and meeting project deadlines.
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