**MANAS DEEPAK PANDIT**

Pune , Maharashtra | Email : [panditmanaspro6994@gmail.com](mailto:panditmanaspro6994@gmail.com)

Contact : +91 7262 084 084 | DOB : 06/09/1994

LinkedIn : linkedin.com/in/manas-pandit-b232b6284/

**Professional Summary**

Dedicated and detail-oriented Business Analyst with 2.9 years of experience in analysing business needs, improving processes, and implementing innovative solutions. Proven track record in bridging the gap between stakeholders and technical teams to deliver impactful results. Skilled in data analysis, process mapping, and stakeholder management.

**Core Competencies**

* Business Process Analysis
* Data Analysis and Visualization
* Stakeholder Management
* Agile & Scrum Methodologies
* Requirement Gathering & Documentation
* Project Management Tools (e.g., JIRA)
* Tools: SQL, Tableau, Excel, Power BI

**Professional Experience**

**Business Analyst**

**Mind Spark Technology** – Pune , Maharashtra  
May 2022 - Present

**Project Title** – Pharmacy CRM

**Technology / Skill** –

* Requirement Gathering
* BRD , FRD
* Agile Project Management
* Waterfall
* Scrum
* SQL (Basic)
* Power BI
* JIRA
* Microsoft Office
* User story management
* Release/Sprint planning
* User acceptance testing

**Description –**

The 'Pharmacy Management System' aims at providing computerized system for maintaining the transactions of medical distributors. The aim of 'Pharmacy Management system' is to provide user-friendly interface, which can be easily dealt by people who does not have much knowledge in computers. The interface is provided with relevant controls and names right from login screen till to the report generation screen. Basically, four modules are present in this project. They are purchasing order Drug Sales, Maintaining stock, Generation of Reports.

**Responsibilities -**

* Understanding business needs as they relate to a potential change or transformation.
* Gathering, identifying and documenting business requirements.
* Explaining technical jargon to non-technical/commercial teams.
* Simplifying requirements, so they are easily understood across the whole team.
* Business process modelling and improving business processes.
* Identifying costs and business savings.
* Implementing, testing and deploying solutions to business problems.
* Supporting business transition and helping to establish change.
* Creating functional specifications for new systems and processes.
* Acting as an advisor to senior managers and executive teams.

**Project Title** – Insurance Transaction CMS

**Technology / Skill** –

* Requirement Gathering
* Agile Project Management
* Waterfall
* Scrum
* SQL (Basic)
* BRD , FRD
* Power BI
* JIRA
* Microsoft Office
* Insurance domain
* User story management
* Release/Sprint planning
* User acceptance testing

### **Description** -

This application is developed for Insurance Company usage. It provides information regarding the services and its policies. It also provides options like available policies and their benefits, terms and conditions and new schemes etc., It provides the information for different types of policies like Vehicle Insurance, Life Insurance, Home Insurance and Health Insurance, Children Insurance.

**Responsibilities** -

* Deploying deliverables after UAT conduction.
* Identifying optimal ways to implement the project
* Interacting with other departments to create a product
* Analysing requirements and developing appropriate solutions
* Searching for new methods and tools to solve business problems
* Improving external and internal reporting systems
* Documenting all processes
* Preparing all necessary reports
* Complying with reporting requirements
* Developing innovative solutions for project implementation
* Conducting tests and surveys
* Locating and correcting flaws in the system
* Optimizing distribution of company resources
* Making presentations for the customer
* Skilfully communicating ideas for improvement, and
* Improving all performance indicators

**Business Analyst Intern**

**Mind Spark Technology** – Pune , Maharashtra  
Nov 2021 – May 2022

* **Requirements Gathering:** Assist in gathering, documenting, and clarifying requirements from various stakeholders, such as clients, users, and project managers. This involves conducting interviews, surveys, and workshops to understand business needs.
* **Documentation:** Help in documenting gathered requirements, business processes, and system functionalities. This documentation serves as a reference for the project team throughout the development lifecycle.
* **Data Analysis:** Assist in analysing data to identify trends, patterns, and insights that can inform decision-making. This could involve using tools like Excel, SQL, or specialized data analysis software.
* **Project Management Support:** Contribute to project management activities by assisting in tracking tasks, milestones, and project timelines. This might involve using project management tools like JIRA.
* **Stakeholder Engagement:** Collaborate with various stakeholders, including clients, users, developers, and testers, to ensure a common understanding of requirements and project goals.
* **Problem Solving:** Help in identifying issues and challenges that may arise during project implementation and contribute to finding solutions to overcome them.

**Education**

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

**Certifications**

* Business Analyst Master Class – Udemy

Link - ude.my/UC-87ae481e-6bcc-4b6a-b1fb-8791b4b70c52

**Additional Information**

* Languages – English , Hindi , Marathi
* Interests – Social work , Reading , Outdoor activities