

MANAS PANDIT

BUSINESS ANALYST

CONTACT

- ☎ +91 7262 084 084
- ✉ panditmanaspro6994@gmail.com
- 📍 Pune , Maharashtra , India
- 🌐 [linkedin.com/in/manas-pandit-b232b6284/](https://www.linkedin.com/in/manas-pandit-b232b6284/)

CAREER OBJECTIVE

To leverage my 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.

EDUCATION

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

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** , **Prototypes** and tracked requirements through **RTM** , well versed with **UAT** and handling **Change Request**.
- Expert in **Agile Scrum** - Created **User Stories** and added **Acceptance Criteria** , **BV & CP** values. Maintained and updated **Sprint & Product Backlogs** , conducted various **Sprint Meetings**. Created **Sprint & Product Burndown Charts** and ensured **DOR** and **DOD** checklist is ready.

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
- Change Management
- Process Improvement

PROFESSIONAL EXPERIENCE

Mind Spark Technology

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 , 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 the **Testing Team** by preparing **Test Case Scenarios** and ensured the **UAT** was successful.

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

LANGUAGES

- English
- Hindi
- Marathi

CERTIFICATIONS

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

ADDITIONAL INFORMATION

- **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.

PROFESSIONAL EXPERIENCE

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.