**JAYANT NANOTKAR**

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**PROFESSIONAL SUMMARY**

I am a motivated and detail-oriented professional skilled in business analysis and process improvement. My experience includes working with clients to gather requirements, analyze data, and develop solutions that drive organizational success. I thrive on managing data efficiently and providing key insights. I am eager to leverage my abilities to contribute to business growth and improve decision-making

**EDUCATIONAL QUALIFICATION**

**Master of Business Administrations (MBA)**

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| Suryadatta institute of,Pune University |  **2020-2022** |

**Bachelor of Commerce (B.COM)**

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| College of Management, Khamgaon |  **2016-2019** |

 **Higher secondary (H.S.C)**

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| Murarka college of arts and commerce, Shegaon |  **2016** |

**KEY COMPETENCIES**

* Requirement gathering and analysis
* Stakeholder management
* Data analysis and reporting
* Process improvement
* Decision making
* Documentation and communication
* Prototyping and wireframing
* MS Visio
* Balsamiq
* Axure
* MS Excel
* Ms powerpoint
* Jira
* Power BI

**WORK HISTORY**

**1. Liquiloans (NDX P2P) Pvt. Ltd.** Mumbai **June 2023 - June 2024**

Customer Relationship Executive

**Job responsibilities in Liquiloans (NDX P2P) Pvt. Ltd. :**

* Coordinated daily communication with existing investors, ensuring smooth interactions and addressing their queries.
* Maintained and managed a detailed investor database for smooth communication.
* Conducted online meetings to explain investment products and address investor queries.
* Participated in requirements gathering sessions with stakeholders for the Investment Management System.
* Prepared business documents, including BRD and Query Documents, for the project.
* Collaborated with cross-functional teams to design investment plan features and investor support workflows.
* Supported UAT, ensuring the Investment Management System met user and business needs.
* Participated in Agile ceremonies, including Sprint Planning, Daily Stand-ups, and Retrospectives.
* Monitored and tracked investor inquiries and feedback to continuously improve customer experience

**2. Veracity Software Pvt. Ltd. -** Pune **Apr 2022 - May 2023**

Bench Sales Recruiter

**Job responsibilities in Veracity Software Pvt. Ltd. :**

* Identified, sourced, and matched candidate profiles to client requirements.
* Strong relationship with Client/Partners and consistent track record of arching business from them.
* Acted as a liaison between clients and candidates for interviews and feedback
* Maintained and updated a comprehensive candidate database.
* Participated in requirements gathering sessions with stakeholders to define business needs
* Prepared business documents such as BRD, Query Documents, and SRS.
* Collaborated with cross-functional teams to address business challenges.
* Schedule the interview and follow up with them and maintain a pipeline.
* Supported UAT and conducted stakeholder meetings for feedback on functionalities.
* Facilitated and participated in User Acceptance Testing (UAT), capturing feedback and ensuring all requirements were met.
* Conducted regular project review meetings to capture lessons learned and document them for future projects.

**3. Internship - OM Logistics, Jamalpur, Haryana**

Internship Trainee

Successfully completed the Advanced Summer Internship Program (ASIP) at **OM Logistics Ltd., Haryana**, gaining hands-on experience in HR operations, including vendor management, training coordination, candidate interviewing, and profile shortlisting, while enhancing practical knowledge of core HR functions.

**CERTIFICATES**

1. Certified Business Analyst Expert With Accredited IIBA.

 **I consent to the processing of my personal data for the purpose of recruitment for the position to which I am applying**