

JAYANT NANOTKAR

BUSINESS ANALYST

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CAREER OBJECT

2.3 years of total experience, including 2 years as a Business Analyst. I specialize in requirements gathering, documentation, and stakeholder collaboration, with hands-on expertise in creating BRDs, SRS documents, and user stories. I have worked on projects using both Agile and Waterfall methodologies, ensuring seamless communication between technical teams and business stakeholders to deliver impactful solutions.

PROFILE SUMMARY

- In-depth knowledge of SDLC in various phases (waterfall & agile)
- 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. Good At relationship management , Handling recruitment process and maintain data.

WORK EXPERIENCE

Liquiloans pvt.ltd

06/2023 - 06/2024

Customer Relationship Manager

Project 1 : - Investment Management System (Agile)

Project description:

Developed a centralized platform for a P2P investment firm, enabling investors to explore and select investment plans, communicate with relationship managers, and raise issues. Integrated features for relationship managers to manage client interactions and for admins to oversee investment plans and resolve complaints. Followed Agile Scrum methodology to ensure iterative development and timely delivery.

Role:-BA

Responsibilities

- Interacted with the stakeholders and gathered requirements by using various **elicitation techniques**.
- Created user stories with appropriate acceptance criteria with the assistance of the Product Owner. Added **user stories** into **product backlog** using the **JIRA** tool.
- Prioritized and validated the requirements using **Moscow** and **FURPS** technique, added **user stories** to **sprint backlog** based on prioritization order.
- Collaborated with Product Owner and Scrum Master for **BV** and **CP**. 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

Non Ba -

- Coordinated daily communication with existing investors, ensuring smooth interactions and addressing their queries
- Maintained and managed a detailed investor database for smooth communication.

EDUCATION

2020 - 2022

PUNE UNIVERSITY

- Master of Business Administration (MBA)

2019 - 2016

AMRAVATI UNIVERSITY

- Bachelors of Commerce

CORE

COMPETENCES

- 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

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.

CERTIFICATES

- Certified IT – Business Analyst IIBA

LANGUAGES

- English , Marathi, Hindi

Bench Sales Recruiter

04/2023 -05/ 2024

Veracity Software PVT.LTD>

Project 1 : - Candidate Management System (Waterfall)

Project description:

Designed a recruitment management system to streamline collaboration between OPT recruiters, Bench Sales recruiters, and US IT recruiters. The system facilitated candidate data sharing, job application tracking, and interview scheduling. Used Waterfall methodology to deliver a comprehensive solution within the planned timeline, enhancing recruitment efficiency for the organization.

Role:-BA

Responsibilities

- Conducted **Enterprise Analysis** and under the assistance of a senior BA in creating 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.
- Non Ba -
- Identified, sourced, and matched candidate profiles to client requirements.-Maintained and managed a detailed investor database for smooth communication.
 - Acted as a liaison between clients and candidates for interviews and feedback

OM Logistics

11/2022 - 01/2023

Intern

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.