



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.

EDUCATION

Masters In Business Administration

Suryadatta Institute of Business Administration
2020 - 2022

Bachlors In Commerce

College Of Management
2016 - 2019

SKILLS

- Stakeholder management
- Requirement Gathering
- Requirement analysis
- Agile scrum
- Waterfall
- UAT
- Testing
- UML Diagraming
- Axure
- Balsamiq
- MS Visio
- Business Process Modeling
- Power BI

CERTIFICATIONS

- Certified Business Analyst Expert
With Accredited IIBA

PROFESSIONAL EXPERIENCE

Bench Sales Recruiter

Veracity Software pvt. ltd. | 04/2022 - 05-/2023

- Identified, sourced, and matched candidate profiles to client requirements.
- 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.
- Performed manual testing and integrated candidate data into the CMS.
- Supported UAT and conducted stakeholder meetings for feedback on functionalities.
- Participated in Agile ceremonies, including Sprint Planning, Stand-ups, and Retrospectives.
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Customer Relationship Manager

NDX Pvt.Ltd.. | 06/2023 - 06/2024

- Engaged with P2P investors, guiding them on investment plans and updates.
- 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.