**NEETU GAUR**

**Mobile No:** +91-9910248968

**E-Mail:** [neetu\_gaur2003@yahoo.co.in](mailto:neetu_gaur2003@yahoo.co.in)

**Looking for a challenging role in a reputed organization where I can utilize my skills and experience towards the accomplishment of organization’s vision**

**Professional summary**

* Analytical, enthusiastic, result oriented with5+ years of experience in business analysis and project management in software arena
* Detailed hands-on experience for business requirement gathering, analysis, validation of requirement, testing and implementation of new releases and applications.
* Experience in creating functional specification, Use cases, process documents, application demos and presentation
* Expertise in data modelling (UML, Use case diagram), wire frames, screen mock ups and data flow diagram.
* Good understanding of SQL, ERP, financial process.
* Expertise in providing training and operational support to business unit, existing staff, on and off site users
* Remarkable ability to work independently as well as with team and complete tasks with minimal supervision on multiple projects at a time
* A quick learner and open to explore new domain in the field of business analysis, project management

**Core Competencies**

* Business analysis
* Requirement Gathering and Analysis
* Change Management
* Documenting BRD/ FRS/ SRS
* GAP Analysis
* Impact analysis
* Wireframes and prototyping
* Designing and Functional testing
* Business Process Mapping
* Writing Use cases, test cases
* Documentation & UML
* Product Implementation
* Client Relationship Management

**Technical Skill Set**

**Language** **:** C, C++, HTML, JavaScript, SQL, CSS

**Database**  **:** PostgreSQL

**Project Management :** MS Office, MS Project, Mantis, Burp Suite, Codendi, Team Viewer

**Business Process Modeling** **:** MS Visio

**Software Lifecycle Management Methods** **:** Joint Application Development, Rapid Prototyping, BRS/FRS/SRS

**Professional experience and project handled**

**E-Centric Solution Pvt. Ltd. (Apr’11- Present)**

**Designation :** Business Analyst

**Client :** National Informatics Centre (NIC), New Delhi

**Team Size :** 20-25 members

**Project Handled :** PlanPlus, ActionSoft, National Asset Directory, ActionSoft, ActionSoft, ServicePlus

**Responsibilities**

* Working as Business Analyst cum Project Manager while handling multiple projects simultaneously.
* Acting as single point of contact among stakeholders, development team and testing team
* Gather, document requirements and manage Joint Application Design meetings
* Attending high level meetings with state-Principals to freeze requirements
* Review the HLD and LLD provided by project managers
* Document the requirements in business requirement document, FRS/ SRS
* Coordinate with Solution Architect for database design
* Develop UI prototypes/ wireframes of the software
* Conduct GAP analysis, Impact Analysis
* Communicate requirement and guidelines to the development team
* Manage the integration process with other applications
* Manage UAT by creating test cases, test scripts and perform functional testing;
* Provide presentation of project to all states principals and Joint Secretary of India
* Create user manuals, presentations, CBT, activity diagrams and process diagram
* Provides technical assistance in training, mentoring, and coaching professional and technical staff

**Additional Responsibilities:**

* Direct and manage project development from beginning to end.
* Coordinate with Project Manager for preparing project plans, assignment of tasks to resources.
* Delegate tasks and responsibilities to appropriate personnel.
* Identify and resolve issues and conflicts within the project team.
* Monitor team performance and maintain project status report for stakeholders review
* Track project milestones and deliverables.
* Develop and deliver progress reports, proposals, requirements documentation and presentations.

**Tools:** MS Visio, MS Project, MS Word, Excel, MS Power Point, Camstasia Studio, Burp suite, Codendi, PostgreSQL

**Brentford Services Pvt. Ltd. (Nov’08- Jan’11)**

**Designation :** Junior Business Analyst

**Client :** Brentford Services Pvt. Ltd

**Team Size :** 6-10 members

**Project Handled :** WomenOfIndia (CMS), Make My Life (recruitment portal)

**Responsibilities:**

* Conduct requirements gathering sessions through questionnaires and interviews
* Documenting client requirement
* Conduct secondary research and assists in the collection and consolidation of required information and data.
* Prepare test cases and do functional testing
* Writing RFI/ RFP
* Create wireframes for the visual representation of application
* Assist in preparing business plan, marketing plan and operational plan
* Review the articles prepared by content writer
* Create user manuals, presentation, process flow documents
* User training and management
* Implementation & UAT Sign off

**Tools:** MS Word, Excel, MS Power Point, Joomla

**Soft Skills**

* Good communication and negotiations skills
* Dedicated and committed toward my work and team
* A quick learner and an active listener
* Team player and able to maintain a good relationship with team members
* Adaptable to new situation and can work under pressure as well
* Good in dealing with conflicts between IT and business units
* Good decision making and problem solving skills

**Academic Credentials**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course/ Specialisation** | **College/ University** | **Year** | **Percentage (%)** |
| MBA (IT) | DIAS, IP University | 2008 | 73.4 |
| B.E (IT) | CITM, MDU Rohtak | 2005 | 70.2 |
| 12th | Kendriya Vidyalaya, CBSE | 2001 | 75.6 |
| 10th | Kendriya Vidyalaya, CBSE | 1999 | 64.6 |

**Certificate Programmes Credentials**

2011 Online Executive Development Programme in **Project Management** from IIT Delhi in collaboration

with IACT Global Ltd.

**Personal Details**

**Date of Birth :** 20th July 1984

**Father Name :** Mr. D.K.Sharma

**Mobile Number :** 9910248968

**Email Id :** [neetu\_gaur2003@yahoo.co.in](mailto:neetu_gaur2003@yahoo.co.in)