**SANJAY MISHRA**

**Mobile: +91-9899260279 Email:** [**sanjaymishra.id@gmail.com**](mailto:sanjaymishra.id@gmail.com)

B.Tech. + MBA graduate with 6.5 + year experience into Business Analysis and IT Consultancy for Enterprise wise applications, seeking opportunities into Business Analysis/Program Management/Consultancy with a company of repute to employ my existing skills & experiences and explore new avenues that impact organizational growth.

**Professional Summery**

* Approx 6.5 Year of experience in Business Analysis, Requirement Gathering and Elicitation, Process Analysis/ Modeling, Process Consultancy and Software size estimation using Function Point Analysis etc.
* Single Point of Contact for all communications betweens Customers and Company.
* Strong meeting facilitation skills, including identification of required participants and roles and driving a meeting to achieve its desired outcome.
* Work closely with technical and functional peers to discuss, understand and document the business requirements for various system changes.
* Identify gaps in established processes and re-engineer, where appropriate, to maximize efficiency and effectiveness of the existing operating model.
* Strong meeting facilitation skills, including identification of required participants and roles and driving a meeting to achieve its desired outcome.
* Get sign-off from the business and internal teams, on the deliverables
* Design As-Is & To-Be processes, Business Process Reengineering & improvement.
* Expertise is in preparing business and functional requirement document, Use Cases, Pre-sales, Business Process analysis, Requirement Gathering and Solution,
* Wide experience in working into different SDLC like Agile, Waterfall model etc.
* Proficient with MS VISIO, MS Word, MS Excel and PowerPoint MS Project.
* Strong analytical, problem solving, Team Handling & organizational abilities. Possess a flexible & detail oriented attitude.
* Excellent ability to learn new software and varied experience in the different phases of SDLC
* Proficient in Software sizing & Estimation Techniques (Functions Points, Use Case Points)
* Involved in System Modeling, Screens Creations & Defining the DET, RET & FTR for Functional Point Analysis

**PROFESSIONAL EXPERIENCE**

**HCL Infosystems Ltd. Business Analyst/SME May 2013-Present**

*Client:* ***Unique Identification Authority of India (UIDAI)***

* Handling End to End 4 projects of Aadhaar Authentication and Financial Inclusion.
* Product owner for Authentication Portal, Business Intelligence, DSDV and RASF (Remote Assistance for Seeding Request) projects.
* Requirement gathering from different Partners, Govt Officials, PMU members by conducting workshops, Interviews, Questionnaire etc.
* Experience on Requirement Elicitation & Analysis with techniques like Requirement workshop, Brainstorming, Prototyping, Interviews etc. at client site.
* Software size Estimation by Function Point Analysis.
* Doing As is process study and define To be processes.
* Preparation of Business Requirement Documents, Functional Requirement Specifications, Software Requirement Specifications, Road Map documents.
* Experience on Document Analysis & Observation techniques to identify the AS-IS process and design the To-Be process.
* Estimation and Measurement of Software Size using Function Points.
* Identifying and writing Use Cases and Use case Modeling,
* Co-ordination with development team to and QA team for right product delivery.
* Preparation of Functional Test cases and conducting UAT Testing with close co-ordination with testing team and clients end users to ensure the testing quality and its progress.
* Mentoring the technical writers for writing the training manuals and Process manuals, User manuals for various Business Stakeholders.
* Identifying area of system improvement, classifying and prioritizing the new/enhancement requirements.
* Co-ordination with operation team to short out the day to day issues faced by end users and proposing the new resolution after doing the root cause analysis of the

**Achievements:**

* Successfully launch of Authentication portal, DSDV Portal and BI2.0.
* Appreciated for Business Intelligence Requirement gathering and elicitation process from client.
* Taken an Additional responsibility for Function Point calculation and successfully done software sizing over 4000 FP.

**e-Centric Solutions Pvt. Ltd. Business Analyst/Project Manager Dec 2010 – May 2013**

*Client Handled:* ***National Informatics Centre*, MoPR, MoSPI**

**Responsibilities:**

* Handled 4 projects known as Area Profiler, PEAIS, BSLLD and PES of e-Panchayat Mission Mode Project.
* Requirement Gathering and elicitation from clients by using various techniques like conducting Workshops, Interviews, e-mails JAD sessions etc.
* Responsible for preparation of Functional Requirement Specifications, Software Requirement Specifications, Use Cases, Test Cases, User Manual and Computer Based Tutorials.
* Responsible for Reviewing High Level and Low Level design Documents.
* Prepared Process flow diagrams and their impacts intra and inter applications communication.
* Validate screens, technical specification with technical designs created by team.
* Prioritizing the Use cases developments and ensuring the system should meet the Client Requirements.
* Functional Testing, UAT Testing with close co-ordination with testing team and Consultants and end users to ensure the testing quality and its progress.
* Responsible to identify and analyse the integration and common requirements of e-Panchayat applications.
* Responsible for assigning, Tracking and validating the development team, Testing team and content writing team work.
* Guide and mentor the content writers in User Manual writing and reviewing it to ensure the standard and quality of User Manual.
* Handling the Change Request from client and incorporating them after analysing their impacts and criticality in the system.
* Clarifying client requirements, business needs and project objectives via feedback sessions and client meetings in collaboration with all stakeholders.
* Coordination with the State Consultants/ end users during the application roll out phase and day to day activities.
* Responsible for providing to the Training to the Master Trainers as well as Ministry/State/District level users.
* Responsible for preparation of Brochures, Presentations, CBT’s for the Product.

**Achievements:**

* Managed 4 Projects and 30 + team of Development, technical Writers and Testers.
* Lead the Analyst Team of e-Panchayat mission mode project.
* Successfully released 3 Products of e-Panchayat Mission Mode Project.
* Area Profiler is the highest demanded project by the States.

**IGB Technologies Pvt. Ltd. (known as Boxbeat Technologies) Business Analyst Apr 2010 - Dec 2010**

**Responsibilities:**

* Worked on End-to-End Product Development Cycle by using Agile Methodology.
* Getting Ideas from Top Level Mgmt. and converting it from conceptualization to Realization.
* Analyzing requirement and demonstrate the prototype to the Top Level Mgmt. to get it approved.
* Prepared Technical Documents like Functional Requirement Documents, Use cases, Test Cases, UML Diagrams etc.
* Coordination with the development team, Quality Team, and content writing team.
* Prepared wireframes, Mock screens and UML diagrams as per the project requirement.
* Coordination with the Quality assurance team to ensure the performance of the product.
* Responsible to ensure the timely releases of the Product versions.
* Coordination with Operation/Logistics Team to streamline the Order Processing and product catalogue related issues.

**Achievements:**

* Lead the 20+member team of BAs, technical Writers and Testers.
* Successfully released 2 Products within very short span of time of 8 months.
* Awarded Best performer of the year of 2010.

**MegaMind IT Solutions Pvt. Ltd. Business Analyst Jun 2008 - Mar 2010**

Clients Handled: **Manufacturing, CRM, ERP Based SMEs**

**Responsibilities:**

* Responsible for client interactions, requirement gathering and analysis, Technical documentation for ERP and CRM based solutions.
* Coordinated between onsite and offshore team, prioritized and assigned tasks to development team to ensure project deadlines.
* Prepared Functional Designs documents, User Manuals, helping documents, screen mock ups etc.
* Project estimation, Quotation and Proposal writing other related Pre sales activities to support the Sales Team.
* Assisted clients in the selection, design and implementation of ERP modules
* Requirements definition, configuration, testing
* Conducted knowledge management activities in the project.
* Performed documentation as per client requirements.

**PROFESSIONAL EDUCATION**

**MBA – Software Enterprise Mgmt (CDAC, Noida) July 2006 to May 2008**

*IP University, Delhi.*

* Explored domains like e-Commerce, e-Governance, Materials Mgmt., Inventory Mgmt, Supply chain Mgmt. CRM etc.
* Learned Software Project Mgmt, Service Marketing, Brand Mgmt, Business Analysis skills.
* Study SAP( Materials Management Module)

**B.Tech - CSE (SSITM, Aligarh) July 2002 to May 2006**

*U.P.T.U., Lucknow.*

**ADDITIONAL INFORMATION**

* **Tools:** RRC, MS Visio, MS Project, MS Office, Mantissa, Bugzilla, Camtasia, Text Speaker etc.
* **Key Skills-** Function Point Estimation, UML, Requirement Management, Strategic Thinking, Project Management, Functional Testing and Test Cases, Relationship Management.
* **Interest:**  Travelling, Cooking, Event Management, , Sports

**PERSONAL INFORMATION**

* Date of Birth : 2nd July 1985
* Languages Known : English, Hindi
* Marital Status : Married
* Contact No. : 9899260279
* Passport : Yes