

+917820979101

mayadevikoli16@gmail.com

<https://www.linkedin.com/in/mayadevi-koli-a0b432174/>

Shivam Angan society,
Ambegaon BK Pune.

MAYADEVI KOLI

Experience in Project Management and
business Analysis

EDUCATION

Course MCA(Computers)
College MIT Arts Commerce and
Science College Pune
Year of Passing 2022

Course BCA(Computers)
College North Maharashtra
University, Jalgaon
Year of Passing 2018

SKILLS

Business Analysis
Requirement Analysis
Functional Analysis
Gap Analysis.
Risk Analysis.
Market Analysis and Research
Cross-functional Team Leadership
User Experience Design
Data Analysis and Interpretation
User Stories
Wireframing
Use Cases
FRD, BRD, SRS
UML Diagrams
MYSQL
Agile Methodology (Scrum, Kanban)
Waterfall Model.
SDLC, STLC

TOOLS

Power BI
Balsamique(wirframing tool)
MS Office (Excel, Word etc.)

LANGUAGE

English
Marathi
Hindi

PERSONAL DETAILS

Total Experience	3 Years 4 Months
Current Location	Pune
Date of Birth	Apr 14, 1995
Gender	Female
Marital Status	Single / Unmarried

PROFESSIONAL SUMMARY

Highly skilled as a Project Manager and Business Analyst with 3 years of experience in IT service based company. Proficient in market analysis, user research, Agile methodologies, and product strategy development. Adept at collaborating with stakeholders to define product vision and roadmap, and leading teams to execute on strategic initiatives. Strong communicator with a passion for creating delightful user experiences.

ROLES AND RESOPONSIBILITIES

EncureIT Systems Private Limited.

Project Manager

Apr 2022 to Present

- coordinated requirements gathering, requirements analysis, and stakeholder engagement with the client.
- In addition, I mapped business processes in accordance with the requirements and documented BRD, SRS, and UML.
- worked with a technical team while utilizing my HTML, CSS, Bootstrap, and JavaScript front-end programming talents.
- worked on data analysis and used MySQL, Excel, and PowerBI to produce attractive dashboards.
- coordinated with members of the interdisciplinary team to guarantee that project specifications, timetables, and deadlines were fulfilled.
- conducted Scrum project meetings to promptly pinpoint and address issues. delivered project deliverables while meeting quality standards.
- Completed status reports by gathering, assessing, and condensing pertinent information.
- De veloped effective project communication plans and managed their execution using risk and gap analyses.
- facilitated change requests and made sure everyone involved knew about them of the change's effects on the schedule and cost.
- Oversaw the production of training materials, user manuals, and other documents needed for the efficient implementation and delivery of systems or processes to clients.
- acquired project deliverables approved by the client, which fulfilled them.
- conducted and documented post-project evaluations to identify projects that were successful and failed.

CDAT Pvt Ltd.

Business Analyst

Nov 2020 to Apr 2021

- I was responsible for gathering requirements from customers, analyzing their needs, as well as engaging with stakeholders.
- Additionally, I documented BRD, SRS, UML and maped business processes based on the requirements. Furthermore, I lead and managed a team.
- Analyzed and documented business processes, workflows, and data models. Created detailed requirement specifications, user stories, and process flows.
- Worked with development teams to translate business requirements into technical specifications. Collaborated with architects to design effective and scalable.
- Assisted in project planning, resource allocation, and timeline management. and Monitored project progress and communicated updates to stakeholders.