Neeraj Singh

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Sr. Business Analyst

IIBA® endorsed Business Analysis Certified Professional (BACP)

Accomplished Business Analyst with over 4 years of experience in liaising between business and technical departments to understand the overall business vision for each project. Skilled in identifying and documenting quality business and functional requirements for new system implementations. Effectively able to translate and interpret business needs into technical requirements, along with analyzing impact of changes as new solutions are introduced. Combine strong passion for business and information technology to attain the goals of organizations.

Technical Experience

Sr. No.	Skill set	Experience (in years)	Remarks
1	Documentation and specifications	4+	As a Business Analyst, I create documents to be reviewed by the business and technical teams. Documents created for any specific project is heavily depends upon the type of project, the needs and preferences of business and technical stakeholders. I create Functional Specifications Document, Business Analysis Plan, Current state analysis, Scope statement specifications.
2	Analysis	3+	Analysis skills includes a variety of techniques to analyze the problem and the solution. As a Business Analyst, I can naturally see gaps and identify the downstream impact of a change or new solution. I use two techniques to conduct analysis and deconstruct the problem or solution. E.g. Use cases and business process models.
3	Visual Modelling	3.5+	As a general skill set, it's important to be able to capture information

			visually. For any given project, there are specific models I need to create.
			Process flow diagram and Wireframe prototype are the two visual models, I include in my documents.
4	Facilitation and Elicitation skill	3+	As a Business Analyst, I facilitate specific kinds of meetings. For e.g. the JAD sessions and requirements workshops are arranged by me. Later these requirements workshops lead to requirement elicitation sessions.
5	Business Analysis Tools	4+	As a Business Analyst, most of the work is done by basic office tools such as word, excel and PowerPoint. My other technical skills include the ability to use modeling tools, such as Visio or yEd (for process flow and BPM) and Ninjamock and HTML (for wireframes), project and defect management tools such as Mantis.
6	Microsoft Technologies	3.5+	Scripting Language: HTML & JQuery Languages: ASP.Net C# and SQL (Basic) Web page editor: Visual Studio
7	Testing	4+	Business logic testing and coordination in UAT
8	Methodology	3+	Waterfall and Agile Business Analysis
9	Soft Skills	-	Relationship building skills, Self-managing and able to separate feedback on my documents and ideas from feedback on me personally.

Employment History

Company: JM Financial Services Limited, Borivali, Mumbai
(2016 December - Present)
Designation: Senior Executive – IT Product Development
Projects:
- Auto Liquidation Process of stocks for Risk Management
- Client's Self Registration in JM portal
- Online ESOP (Employee Stock Ownership Plan)
- Online LAS (Loan Against Securities)

Company: StockHolding Document Mangement Services Limited, Mahape, Navi Mumbai
(A Govt. of India Undertaking) [CMMI level-3](2015 June – 2016 December)
Designation: Executive - IT
Projects:
- Customer Relationship Management
- Lead Management System
- Document Management System

Company: TrainAahar Online Foods LLP, Vasai, Mumbai
(2013 July – 2015 May)
Designation: Technical Analyst
Project:
- Online portal for food ordering in in Indian Railways.

Education

Feb 2017	Imarticus	Mumbai, India
	IIBA® endorsed Business Analysis Certified Professional (BACP)	
June 2011	North Maharashtra University	Jalgaon, India
	Bachelor of Engineering (Electronics & Telecommunications) (66%)	
March 2005	Thakur College, Maharashtra State Board	Mumbai, India
	HSC (53.83%)	
March 2003	Podar High School, Maharashtra State Board	Mumbai, India
	S.S.C (78.80%)	

Personal Particulars

- Date of Birth: 4th April, 1988.
- Nationality: Indian.
- Languages known: English, Hindi and Marathi.
- Passport status: Valid till 05/2027
- Address: C-102, SMIT Tower, Opposite Reliable Complex, Nalasopara West, Thane – 401203, Maharashtra, India.

Place: Mumbai   (Neeraj Singh)