

PURVA SAWANT

PROJECT MANAGER / BUSINESS ANALYST

CONTACT

+91 9820907226

purvas2510@gmail.com

<https://www.linkedin.com/in/sawant-purva/>

Portfolio

<https://purva-sawant.github.io/portfolio/>

EDUCATION

Vidyalankar Institute of Technology

2021-2023

MBA in System (IT)

M. L. Dahanukar College

2015 - 2018

BSc in IT

SKILLS

Project Documentation (BRD, FRD, SOW)

Project Planning, Flowchart Diagram

UX Research and Design

Wireframes, ER Diagram, UAT, Team

Management, Time Management

Tools

Figma, Jira, Photoshop, Draw.io, ASANA

Technical Skills

Agile Methodology

SDLC Life Cycle

Language

HTML 5, CSS 3, Bootstrap 4

JavaScript

Others

Drawing, Crafting, Mehandi Design

PROFILE

Dedicated and results-oriented Business Analyst with a passion for leveraging technology to drive business success. Possessing a strong foundation in requirement gathering, project documentation, project flow charts, and wireframing, I am committed to delivering high-quality solutions that meet the needs of both clients and stakeholders.

EXPERIENCE

UBIX Systems Marketing Pvt. Ltd. (Project Manager)

10/2024 – present

- Streamlined project workflows by defining clear requirements and processes for software development.
- Managed a cross-functional team of developers, testers, and designers to deliver high-quality projects on time.
- Created detailed tasks in ASANA, organized work, and effectively managed task deadlines.
- Performed end-to-end testing to ensure smooth project flow, meeting all functional and technical requirements.
- Led coordination between team members to ensure efficient communication and timely task execution.
- Utilized strong time management skills to prioritize tasks and maintain project progress.

Violet Infosystem Pvt. Ltd. (Business Analyst)

05/2024 – 10/2024

- Streamlined project workflows and boosted client satisfaction through meticulous requirement gathering processes for software, websites, and mobile apps.
- Produced detailed documentation (SOW, BRD), saving development time, and facilitating clear communication among stakeholders.
- Designed visual aids (diagrams, wireframes), cutting development iterations and enhancing project comprehension.
- Led UAT projects, integrating client feedback, resulting in a decrease in post-launch issue resolution time.

COURSE

UI/ UX Design and Development by
Edit Institute (2018)

Agile with Atlassian Jira by Coursera

Digital Marketing Strategy by Skillup

Business Analytics with Excel by Skillup

LANGUAGE KNOWN

- English
- Marathi
- HINDI

ACHIVEMENTS

- Acknowledged by the management and client of my former employer for meeting deadlines and providing appropriate responses for problems.
 - Third Price in web designing and development competition, M. L. Dahanukar College.
 - Achieved recognition for designing and implementing the Music Player mobile app at Edit Institute, driving user engagement, and boosting customer satisfaction.
 - Certificate of appreciation for being part of the organizing team of degree distribution ceremony 2020-21, Vidyalkar institute of technology.
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- Cultivated collaborative relationships with clients and teams, ensuring consistently successful project outcomes.

Porlob Technologies (Business Analyst)

02/2024 – 05/2024

- Streamlined project workflows and boosted client satisfaction through meticulous requirement gathering processes for software, websites, and mobile apps.
- Produced detailed documentation (SOW, BRD), saving development time, and facilitating clear communication among stakeholders.
- Designed visual aids (diagrams, wireframes), cutting development iterations and enhancing project comprehension.
- Led UAT projects, integrating client feedback, resulting in a decrease in post-launch issue resolution time.
- Cultivated collaborative relationships with clients and teams, ensuring consistently successful project outcomes.

Pi Techniques (Front End Developer)

1/2020 – 6/2020

- Improved web development through proficient management of design, development, and testing phases, optimizing project workflows for increased efficiency.
- Reduced bounce rates through collaborative efforts with UI designers and effective coordination with development teams, testers, and clients, ensuring superior user experiences.

Crystal Logic (Front End Developer)

1/2019 – 1/2020

- Streamlined the construction of websites by expertly managing the phases of design, development, and testing; this was achieved by streamlining project workflows to maximize productivity.
- Lower bounce rates thanks to teamwork with UI designers and efficient communication with customers, testers, and development teams, guaranteeing better user experiences.

PROJECTS

Project Name: TIFR

Project Type: RFID (Inventory Management + Mobile App)

Project Details:

- Simplified the comprehension of the project and cut down on development iterations by collecting thorough requirements and creating thorough flowcharts and BRDs.
- Reduction in the number of design iterations due to the use of Figma to create user-friendly wireframes, which increased development efficiency.
- Better project execution through improved stakeholder and developer communication and clarity through the creation and conversion of databases into ER Diagrams.

Project Name: Tarega

Project Type: Mobile App

Project Details:

- Streamlined project understanding and reduced development iterations through comprehensive requirement gathering and preparation of detailed flowcharts and BRD.
- Improved development efficiency by designing intuitive wireframes using Figma, resulting in a decrease in design iteration time.