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

Vivek Vidyalaya College
2013 - 2015
HSC

Utkarsh Mandir School
SSC

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

PROFILE

Results-driven **Business Analyst** and **Project Manager** with expertise in requirement gathering, project documentation, process flow, and wireframing. Adept at leading cross-functional teams, optimizing project workflows, and delivering high-quality solutions that align with client and stakeholder needs. Committed to driving business success through effective project execution and strategic problem-solving.

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.

Agile Methodology
SDLC Life Cycle

<u>Language</u>
HTML 5, CSS 3, Bootstrap 4
JavaScript

<u>Others</u>
Drawing, Crafting, Mehandi Design

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, Vidyalankar institute of technology.

POJECTS

- 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.

Project Name: VLMS

Project Type: Learning Software

Project Details:

- Collaborated with clients to gather and analyze requirements, resulting in the creation of comprehensive Business Requirement Documents (BRD) and System Requirement Specifications (SRS).
- Developed and presented tailored solutions based on the VLMS platform to address client needs.
- Created Functional Requirement Documents (FRD) for new tasks and functional requirements, ensuring clarity and alignment with project goals.

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.