

## SUMMARY

**3+ years experienced Business Analyst** adept at interacting with global stakeholders and delivering efficient technological solutions. During my tenure as a Business Analyst I have **successfully delivered 12+ major cross platform software projects**, having **monitored 4+ projects simultaneously** with **each project team consisting of an average of 8+ members**. Currently I am working as a **Managing Partner** in my consulting startup **focusing on providing ethical, affordable finance & tax advisory services** for Startups, MSME's and small-mid sized businesses across India.

## KEY SKILLS

### Business Analysis :

Requirement Gathering, Requirement Analysis, Software Requirement Specifications Document, Use Case Analysis, Wireframe & Prototype Designing, Variance Analysis, Process Optimisation

### Project Management :

Sprint Planning, Time and Cost Estimation, Agile Project Delivery and Management, Team and Resource Management, Change Management, Risk Analysis, Quality Management, Bug Tracking and Monitoring, Schedule and Time Management

## TECHNICAL SKILLS

### For UX, Wireframe, Prototype Design :

Adobe XD, Figma, Balsamiq, Avocode, InVision, MockPlus, MS Visio

### For Documentation, Project Management :

JIRA, Confluence, Trello, RedMine, MS Office

## PROFESSIONAL EXPERIENCE

### Co-Founder & Managing Partner

Apr '21 - Present

#### Cruxera Consulting

Asansol, IND

*Service based consulting firm focusing on finance & tax consulting providing a wide range of advisory services across India.*

- With a vision of **establishing a 100% Indian operated advisory firm**, I started a consulting startup **focused on providing ethical, honest and affordable consulting services** specially in the finance and tax domain for small-mid sized businesses.
- Took **responsibility for the management, growth, marketing and development of the business**.
- Gathered a **team of 5 highly qualified accountant, income tax advisor, CA's, CS's having 25+ years of experience**.
- **Onboarded 70+ stakeholders** for GST, Tax and Regulatory advisory services and **established a 100% retention rate**.
- **Added value** to our stakeholders **by providing additional advisory** for the growth of their business through strategic planning.
- Actively worked on refinement of the finance and tax consulting services, **focusing on growth and pricing strategies**.
- **Created marketing campaigns on Google ads** to generate quality leads and increase sales for our services.

### Business Analyst

Feb '20 - Jan '21

#### Biz4Solutions Pvt Ltd

Pune, IND

*Pune based software agency with 100+ employees, with a client base across the USA*

- **Consulted, gathered requirements from stakeholders** and provided feasible solutions to meet expected business needs
- **Monitored 4+ projects simultaneously** and gave thorough requirement understanding workshops to the project teams
- **Interacted with the stakeholders**, gave prototype walkthroughs, and updates of the ongoing tasks on a weekly basis
- **Produced detailed use case documentation** and **assisted the design team in designing efficient flow**
- **Assured seamless communication** on the project scope & schedule between the clients and the project teams
- **Inspected the product before each sprint release with quality checks** to align it with the company's goals and vision
- **Ensured timely delivery of the sprints** by taking regular updates of assigned tasks from the team members

### Jr. Business Analyst

Sep '19 - Jan '20

#### Visulon Inc

Pune, IND

*Product based company in Pune with a renowned client base of major fashion brands like Puma, Levis, PVH.*

- **Assisted the Project Manager** in streamlining requirements, developed project plans given by the **VP of Innovations at Puma**
- **Designed 5+ clickable prototypes** for future requirements and **presented demo sessions to client and the team**
- **Performed rigorous R&D** on the existing platform and **created 5+ prototypes** for optimising the process flow
- **Reduced 90% of the process time** by defining a flow to bring files from Adobe Illustrator directly into Visulon's platform

### Business Analyst & Project Coordinator

Feb '19 - Aug '19

Product and service based startup company in Pune having a global client base

- **Assembled and analysed requirements** from 10+ clients, created project development plan, timeline and estimated the cost
- **Supervised the sales and marketing team** to improvise on the workflow, successfully generated **10+ new leads every month**
- **Monitored daily development tasks** and took updates from the sales and marketing team on weekly basis
- **Influenced the design team** to adapt to new tools, successfully **refined the design process to improve the efficiency**

Business Analyst

Sep '17 - Jan '19

Satyam Associates

Asansol, IND

Service based financial and software development company in Asansol and Kolkata

- **Gathered requirements from 5+ clients simultaneously**, created SRS's and explained the scope, flow of the project to the team
- **Recommended ideal solutions** based on the budget by identifying the business needs of stakeholders
- **Coordinated with 5+ clients** and development team simultaneously for ongoing projects
- **Enhanced my skills as a Business Analyst consistently** during the tenure at Satyam Associates

SOCIAL WORK

Member of Lions Clubs International : Asansol Greater region

Jul '21 - Present

- Ongoing design phase of food and unused clothes delivery application for the homeless
- Ongoing project planning phase on providing free education and job ready skills for the underprivileged
- Assisted in supplying groceries to the remote villages which were damaged by the cyclone Yaas in West Bengal in May, 2021
- Organised and took the initiative to feed 200+ homeless people at a time during the lockdown phase
- Provided essential supplies and groceries to the underprivileged during the complete nationwide lockdown stage
- Participated in an ongoing weekly project which provides free eye checkups for the underprivileged
- Actively volunteered in distributing food for the ongoing weekly project "Feed for Hunger" for the homeless
- Arranged and distributed unused clothes to the homeless on a monthly basis

EDUCATION

Savitribai Phule Pune University : MIT Academy of Engineering

Jun '13 - Sep '17

BE Computer Engineering : 56% (Higher Second Class)

Pune, IND

Extra Curricular Activities

- **Won inter department table tennis tournament for 2 consecutive years**
- **Second in college level photography competition**

St. Patricks Higher Secondary School

Apr '11 - Apr '13

Class 12th - ISC Board : 65%

Asansol, IND

Extra Curricular Activities

- **Won inter school table tennis tournament for 2 consecutive years.**
- **Qualified for district level table tennis tournament from the state of West Bengal**

St. Vincent's High and Technical School

Apr '00 - Apr '11

Class 10th - ICSE Board : 74%

Asansol, IND

Extra curricular Activities

- **Actively took part in athletics (Sprints, High Jump, Long Jump) and won 4 medals for 3 consecutive years**