

BUSINESS ANALYST

Spring Rain Private LTD | 825-123-4567 | johnsmith@example.com | linkedin.com/in/

PRIMARY RESPONSIBILITIES AND ACTIVITIES

- Evaluating business processes, anticipating requirements, uncovering areas for improvement, and developing and implementing solutions.
- Leading ongoing reviews of business processes and developing optimization strategies.
- Staying up-to-date on the latest process and IT advancements to automate and modernize systems.
- Conducting meetings and presentations to share ideas and findings.
- Performing requirements analysis.
- Prepare functional requirements
- Documenting and communicating the results
- Effectively communicating insights and plans to cross-functional team members and management.
- Gathering critical information from meetings with various stakeholders and producing useful reports.
- Working closely with clients, technicians, and managerial staff.
- Providing leadership, training, coaching, and guidance to junior staff.
- Allocating resources and maintaining cost efficiency.
- Ensuring solutions meet business needs and requirements.
- Performing user acceptance testing.
- Managing projects, developing project plans, and monitoring performance.
- Updating, implementing and maintaining procedures.
- Prioritizing initiatives based on business needs and requirements.
- Serving as a liaison between stakeholders and users.
- Managing competing resources and priorities.
- Monitoring deliverables and ensuring timely completion of projects.

REQUIREMENTS

Education

- Minimum Bachelor's degree in Computer Science, or a related technical field from a reputed university.

Experience

- Minimum 1 year proven work experience in the role of business analyst
- Freshers are highly encouraged to apply.

Knowledge and Skills

- Proven experience in eliciting requirements and testing
- Experience in analyzing data to draw business-relevant conclusions and in data visualization techniques and tools
- Basic knowledge in generating process documentation
- Strong written and verbal communication skills including technical writing skills

BENEFITS

Free Lunch, Breakfast, and bottomless snacks, two days of weekly holidays, full medical insurance. Paid overtime. Performance bonus. Yearly increment. Office tours etc |