**Zalak Panchal**

**+91- 9537942622**

[**Zalakpanchal2@gmail.com**](Zalakpanchal2@gmail.com)

**Career Objective**

* To pursue a career in the Information Technology sector where my knowledge, ability and skill can be effectively enhanced and developed for future growth.
* To join a progressive organization which will enable me to utilize my skills and abilities, discover my true potential and help to build my career.

**Experience**

* Working on the profile of Business Analyst since 2 years at analytix solutions.

**Key Responsibilities:**

* **Eliciting Requirements**
  + Industry research and story writing/documenting
  + Identification of Source of Requirements
  + Brainstorming
  + Assist in requirement gathering
* **Creating the Business Requirement Document (BRD)**
  + Analyze, classifies and documents requirements
  + Controls changes to the requirements baseline
  + Publishing and distributing of BRD
  + Perform impact analysis on requested changes to requirements
* **Doing Structured Analysis**
  + Identifies and clarifies requirements using basic conceptual and logical process/data modeling techniques (Business Process, data flow, Work flow, object oriented, Use case diagram & description etc.)
  + Communicates with multiple people as and when required to clarify and validate requirements
  + Analyzes and determines problem/opportunity/ solution resolution
* **Test Planning & Monitoring**
  + With the knowledge of Test strategies, plans and execution, setting up a requirements coverage matrix
  + Designing of user acceptance test plan and test cases
  + Monitoring of user acceptance testing and responses to problems.
  + Ensuring that all the business requirements and their integrity are maintained
  + Ensuring Data validation and verification
* **End User Support**
  + Support on issues and problems
  + Analysis of support requests
  + Create and maintain essential user support and help documents

**Summer Internship:**

Company Name: State Bank of India

Research title: SBI Life and SBI General Insurance Products

**Education Qualification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qualification | Institute/College/School | University/ Board | Year of Examination | Percentage/  CGPA |
| MBA | Som-Lalit Institute Of  Business Management | GTU | 2015 | 7.62 |
| B.COM | GLS institute of commerce | Gujarat University | 2013 | 70.55% |

**Academic Projects:**

* Research study on “Life and SBI General Insurance Products at State Bank of India”
* Comprehensive project on “wealth Management services”
* Global Country Study Report on “Media and Entertainment Industry of India and Brazil

**Skills :**

* Project Life Cycle (SDLC) and Agile & Scrum Methodology
* Document Functional, Technological & Process Workflow
* Excellent in Excel, Documents and Powerpoint.
* Having Knowledge of Accounting system Tally ERP 9.0

**References:**

1. **Yatin Kumar:**

Assistant Manager at SBI Navragpura Branch

Mo: 9712979337

1. **Abishek Tripathi:**

Head Of Department at Analytix Solutions

Mo: 9080825168

1. **Jaydeep Rijiya:**

Assistant HR manager at Analytix Solutions

Mo: 9601272966

**Personal Details**

**Full Name:** Zalak Panchal

**Date of Birth:** 25-02-1993

**Gender:** Female

**Marital Status:** Single

**Languages:** English, Hindi, Gujarati,

**Address:** 86 Dharmdevnagar opp.Samratnagar Isanpur, Ahmedabad-382443

**Declaration:**

I hereby declare that the above-mentioned information is true to the best of my knowledge.

**Zalak Panchal**