

MRUNAL PATIL

Assistant Product Manager/ Business Analyst

"Experienced in IT & and Fintech sectors with a focus on delivering business value. Accomplished project manager skilled in Techno-Functional Operations, Product Management, and Software Development Lifecycle. Proven ability to successfully complete projects and drive results."

Contact

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Education

2023

MBA in Project Management
Bharati Vidyapeeth Deemed University

2021

PGDM in I.T Management
Massachusetts Institute of Technology

2019

BSC I.T
Priti Academy Institute

2013

HSC
Seth Hirachand Mutha College

2011

SSC
Mohindar Singh Kabal Singh English School

Expertise

MODELLING TOOLS:

CLASS DIAGRAM, E-R DIAGRAM,
FLOWCHART, ACTIVITY DIAGRAM, DATA
FLOW DIAGRAM, SEQUENCE DIAGRAM,
AND USE CASE DIAGRAM.

DOCUMENTATION TOOLS:

MS WORD, MS EXCEL, AND MS
POWERPOINT.

PROTOTYPING TOOL:

MOQUPS

VISUALIZATION TOOL:

TABLEAU

DIAGRAMMATIC TOOL:

MS VISIO

DATABASE:

MS SQL

Languages

- English
- Marathi
- Hindi

Experience

2023 - 2024

SKILLNET SOLUTIONS PRIVATE LTD - NARIMAN POINT

ASSISTANT SYSTEM ANALYST

Project Title: Marine Management Services (MMS)

Key Activities:

- Conducted extensive research to identify and select optimal software solutions based on team inputs.
- Produced comprehensive documentation outlining project requirements and specifications.
- Installed critical software tools essential for project execution, ensuring seamless workflow.
- Utilized Jaspersoft Studio to generate insightful reports for data analysis and presentation.
- Recorded and documented meeting minutes meticulously to track discussions and decisions.
- Developed installation guides to facilitate software setup for team members and future reference.
- Collaborated with teammates to formulate SQL queries for database operations and report generation.
- Designed and automated multiple reports in Jaspersoft Studio, meeting client requirements effectively.

Detailed Work:

- Gathered and analyzed client requirements to define project objectives clearly.
- Prepared detailed requirement documents, fostering alignment and understanding among the team.
- Facilitated software selection process by creating specification matrices and traceability matrices.
- Installed crucial software tools including Python, PyCharm, Jaspersoft Studio, and PostgreSQL.
- Documented meeting minutes to ensure transparency and accountability in project communications.
- Created comprehensive installation guides to assist team members in software setup.
- Collaborated on SQL query formulation for database operations and report generation.
- Designed and automated numerous reports using Jaspersoft Studio to meet diverse client needs.

2021 - 2023

INDITRADE CAPITAL LTD

Management Trainee/Assistant Product Manager

- Well-versed in end-to-end DSA, Sales, Credit, Operations, Disbursement process, enhancing business process and making flow charts related to business process (Sales to Credit & Operations)
- Work closely with cross-functional teams, including engineering, design, marketing, and sales, to define product requirements, prioritize features, and manage the product road map.
- Excellent technical writing skills to create Business Requirement Documents (BRD), Functional Requirement Documents (FRD), Nonfunctional Requirement Documents, User stories, Product Manuals, Test Cases, and Requirement Tracker.
- Knowledge of preparing Project Scope Document, Proof of Concept, Minutes of Meeting, Knowledge of GAP Analysis, Change Management Process, RACI Matrix.

- Capable of preparing project trackers for project managers and tracking projects by coordinating with IT team, as well as coordinating and assigning tickets to the development team on issues found in the system.
- Well-versed in performing requirements analysis and conducting brainstorming sessions. Effectively communicating insights and plans to Business Heads and management, gathering critical information from meetings with various stakeholders and producing useful reports.
- Performing duties such as brainstorming sessions, planning & documenting references for project purposes, developing & conducting user test cases (UAT), generating reports, allocating resources as per requirements/tasks & supporting in daily issues
- Expertise in implementing business products and designing flow charts and improving Business processes.
- Develop flow diagrams for Business processes of the company, UI Mock-ups using MS Visio, MS Excel, Draw.io.
- Follow up with the end users & developers for user satisfaction & handling Change requests.

Highlight:

- Successfully launched a digital loan product with end-to-end customer journey, resulting in increased efficiency and customer satisfaction.
- Led the launch of a Loan against Property (LAP) product process, resulting in a 10% increase in company sales growth.
- Developed and launched a product for University module and Ticketing Module, resulting in improved service offerings and increased revenue.
- Led the launch of the organization's official website and handled end-to-end content management system (CMS) portal, resulting in improved online presence and user experience.
- Built strong relationships with vendors to ensure effective communication and delivery of requirements.
- Automated Credit financial analysis tools, Credit Analysis, CAM preparation, Business Loan agreements, Sanction Letters, and Application forms & making various types of reports to check of credit worthiness and reducing manual errors

Certifications & Internships

Certification: Business Analyst Training Institute

Designation: Intern

Experience: 3 months

Period: 10 May 2021 - 08 Aug 2021

PROJECT 1

- **Client-** Easy Car Rental(ECR)
- **Solution Type-** Website Methodology- Waterfall
- **Role-** Business Analyst
- **Deliveries-** Requirement Gathering, Minutes Meeting, UI Screens, UML Diagram, BRD and SRS etc.
- **Responsibilities-**Requirement Gathering, BRD, FRD, UAT.

PROJECT 2

- **Client-** Car Parking
- **Solution Type-**Mobile Application Methodology- Waterfall
- **Role-**Business Analyst
- **Deliveries-** PSD, POC, Requirement Gathering, Minutes of Meeting, UI Screens, and UML Diagram, BRD and SRS etc.
- **Responsibilities-**Requirement Gathering, POC, PSD, UAT.

PROJECT 3

- **Client-** Reward Point Integration System Solution Type-Mobile Application Methodology- Agile
- **Role-** Business Analyst
- **Deliveries-** PSD, POC, Requirement Gathering, Minutes of Meeting, UI Screens, and UML Diagram, BRD and SRS etc.
- **Responsibilities-**Requirement Gathering, POC, PSD, BRD, FRD, UAT.

PROJECT 4

- **Solution Type–** Mobile Application Client- Discount Mart
- **Role- Business Analyst Responsibilities-**
 Work on Dashboard marking Using Different reports
 In term of Sales Profit and Quantity sold.
 How well performing sales in different categories in Different regions.
 Report made related to sales by month wise then Converted into Price