VARTIKA BHAVSAR

Business Analyst

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Ahmedabad, India

SUMMARY

Results-driven Business Analyst with 4.5+ years of experience in IT services, business analysis, and project coordination. Skilled in leading teams (3-4 members), collaborating with development and QA teams, and ensuring seamless communication between business and technology teams. Adept at requirement gathering, stakeholder management, workflow analysis, and ensuring smooth project execution using Agile methodologies. Onsite experience in the Philippines for requirement gathering while at TCS. Known for being an easy-to-gel-with person, fostering strong cross-functional collaborations.

EDUCATION

BITS, Pilani - WILP

Master's Degree in Business Analysis (MBA-BA)
2024 – 2026

Gujarat Techonological University

Bachelor's of Engineering (BE - Computer Science)
2016 – 2020

SKILLS

- Business Analysis & Requirement Gathering
- Project Coordination & Agile Methodologies
- Client Communication & Stakeholder Management
- Process Optimization & Workflow Analysis
- Team Leadership & Cross-functional Collaboration
- Documentation & Reporting
- Project Tracking & Timely Delivery
- IT Service Sector Experience

TOOLS

- SQL, Jira, Confluence
- Microsoft Excel, Power BI
- Figma (Wireframing & Prototyping)
- Process Modeling & Workflow Analysis Tools

PROFESSIONAL EXPERIENCE

Business Analyst

Tatvasoft | 2024- Present

- Business Analyst for a UK-based Rapid EV Charging solution company, managing end-to-end business analysis requirements delivery.
- Lead requirement gathering, stakeholder communication, and process improvements, ensuring seamless project execution.
- Work closely with development and QA teams, managing 3-4 direct reports, and ensuring smooth collaboration.
- Handle key initiatives like firmware update automation, Power Management, failure analysis, and dashboard enhancements.
- Track project progress, maintain Jira documentation, and ensure timely deliveries.
- Prepare detailed system workflows, troubleshooting guides, and reports for operational efficiency.

System Engineer

Nov 2020 - Jan 2024 | Gandhinagar, Gujarat, India

- Onsite requirement gathering in the Philippines for a key client project, collaborating with stakeholders to define business needs.
- Acted as a bridge between business and technical teams, ensuring requirement clarity and process improvements.
- Conducted requirement workshops, workflow analysis, and created detailed business documentation.
- Assisted in Agile project tracking, sprint planning, and client communication.

CERTIFICATIONS

- Career Essentials in Business Analysis
- Business Analysis Foundations
- Agile Requirements Foundations
- Requirements Elicitation and Analysis