

MISBAUR CHOUDHURY

Associate Business Analyst | Project Manager | Implementation Consultant

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PROFESSIONAL SUMMARY

Associate Business Analyst and Project Manager with hands-on experience in requirement gathering, documentation, data integration, and project execution across HR, Payroll, and HCM domains. Skilled in FRD/BRD/SRS preparation, stakeholder management, test case creation, SQL-based data validation, and Agile/Waterfall methodologies. Awarded for excellence in project delivery, quality, and client collaboration. Adept at driving end-to-end HR & Payroll data-bridge integrations with strong technical and analytical skills.

CORE SKILLS

- Business Analysis:** FRD, BRD, SRS, User Stories, Acceptance Criteria, Gap Analysis.
- Project Management:** Scoping, SOW, Project Planning, Stakeholder Management, UAT, Production Support.
- Technical Skills:** SQL, MFT/SFTP Setup, Data Validation, SDLC, Data Analysis.
- Documentation & QA:** Test Cases, Use Cases, Requirements Traceability.
- Methodologies:** Agile (Scrum), Waterfall.
- Domains:** HCM, HRIS, HRMS, Payroll, Benefits.
- Soft Skills:** Communication, Critical Thinking, Collaboration.

PROFESSIONAL EXPERIENCE

ADP India, Pune

Associate Business Analyst | July 2023 – Present

Responsibilities:

- Conduct initial project scoping and create Statements of Work (SOW).
- Gather, analyse, and document business requirements into FRDs, BRDs, SRS, and user stories.
- Lead requirement walkthroughs with development teams and clarify functional expectations.
- Prepare detailed test cases and support functional/system/UAT testing.
- Set up and coordinate SFTP/MFT connections and perform backend data validations.
- Manage 360-degree HR & Payroll data-bridge integrations across platforms.
- Create project plans, define timelines, and drive cross-team coordination for on-time delivery.
- Provide production support, troubleshoot issues, and ensure stabilization post-deployment.

Achievements:

- **Service Excellence Award (2023)** – for exceptional delivery and client satisfaction.
 - **Results Driven Award (2024)** – for consistent performance and measurable project impact.
 - Multiple recognitions from onshore and offshore teams for quality, ownership, and delivery excellence.
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KEY PROJECTS

HR & Payroll Data Integration

- Led end-to-end integration of HR and payroll datasets.
 - Designed mapping rules, transformation logic, and validation steps.
 - Achieved **99% data accuracy** and reduced manual efforts by **70%** by automating validation checks.
 - Improved data consistency and minimized payroll discrepancies for clients.
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EDUCATION

Bachelor of Technology (B. Tech)

Northeastern Regional Institute of Science and Technology (NERIST), Arunachal Pradesh | 2023

CERTIFICATIONS

- Agile Scrum Master Certification Training
 - Data Analysis – SQL, Tableau, Power BI & Excel (Real Projects)
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ADDITIONAL DETAILS

- Strong domain knowledge in HRIS, Payroll, HCM, and Benefits Enrolment.
- Experienced in working with global clients and multi-functional teams.
- Focused on process improvement and delivering high-quality, scalable solutions.