**CA ALKA GAUR**

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PROFFESIONAL

SUMMERY

Be involved in resolving business challenges by assimilating & analysing the business scenario and resolving the problem to achieve business success. The demonstrated analytical skills, structured thinking, ability to perform a deep-dive assessment of the strategic impact on the overall business requirement and my leadership skills should help the organization holistically resolve the business challenges.

SKILLS

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| --- | --- |
| * Project Management | * Monitoring |
| * User Acceptance Testing (UAT) | * Client Meetings |
| * Agile Methodology | * Interpersonal Skills |
| * Business Analysis | * Requirement Gathering |
| * Analytical Skills | * Communication Skills end to end Project Handling |

**Business Analyst| ICICI Bank Indore - August 2015 - May 2018**

* Identify and scope business requirements and priorities through rigorous information gathering and analysis as well as clarification of the solutions, initiatives, and programs to enable effective delivery.
* Develop and implement guidelines, processes, and norms across the team for the handling of data at various stages in its lifecycle.

Work History

* Ensure timely and accurate delivery of all reporting and MIS requirements.
* Conducted interviews with key business users to collect information on business processes and user requirements.
* Monitor and integrate emerging technology trends and developments, structured data gathering for the identification of new and emerging technological products, services, and techniques.
* Design and refine solution blueprints to guide the development of Analytics solutions to meet current and future business needs.
* Manage stakeholder expectations and needs by aligning those with the requirements and objectives of the organization.
* Develop a test strategy and systematic test procedures to verify and ensure that solutions meet the design specifications as well as the performance, load, and volume levels set out.
* Maintain data integrity.
* Displays the ability to approach existing situations and problems in a new manner and create innovative solutions.
* Work with cross-functional stakeholders like Product, Policy, Tech, Ops, sales, etc. to make data-driven decisions and help leadership in strategic planning.
* Collecting, understanding, and transmitting the business requirements for the project, and communicating them to Solution Architects, Developers, Testers, and Support teams.
* Gain and maintain a detailed understanding of the business data model, workflow processes, and architecture across key applications.
* Perform root cause analysis for a business problem.
* Provide the link between the customer, solution teams, and any third parties regarding software functionality, throughout the development lifecycle.
* Day-to-day management of change requests in relation to project/BAU plans to ensure agreed deadlines are met.
* Mentor juniors in the team and train them on tools/techniques required for day-to-day deliverables.
* Logically structured recommendations and supporting data to formulate a solid, logical, and untestable business case. Utilize appropriate business modelling techniques to represent and graphically depict various activities, processes, and data such as Business process modelling, Processes flow modelling, and data flow modelling.
* Regularly interact and provide recommendations to management.
* Focus on user efficiency, solving business/customer issues, inventing creative solutions, and ensuring data accuracy across the system

**Process manager ICICI Bank Mumbai – August- 2015 – May- 2018**

* Responsible for audit of credit proposals of various products like Kisan Credit cards, Farm Equipment, and Self Help Groups.
* Conduct regular process audits to ensure compliance with established processes and identify opportunities for improvement.
* Established team priorities, maintained schedules, and monitored performance.
* Responsible for the Preparation of internal monthly audit reports and presenting the same to different stakeholders.
* Actively engage in the structuring of existing credit policies and developing new ones.
* Analyse documents and review audit results and issues and responsible for the closure of pending audit issues.
* Ensuring control of processes and compliance with approved policies and documentation and doing regular site visits to ensure the same.

**Chartered Accountant:** Accountant & Finance

Institute of the charted accountant of India-Jaipur /August-2011

Education

**Master of Commerce**: Accounting and Business Statics

MSJ college Bharatpur /March -2007

**Bachelor of Commerce**: Accounting & Finance

R.D Girls College-Bharatpur /March-2005