

Janis Menezes

Business Analyst

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Results-driven Business Analyst with a strong background in leading Robotic Process Automation (RPA) projects. Adept at leveraging Agile methodologies to streamline business processes and drive digital transformation. Proficient in requirements gathering, process analysis, and the development and management project roadmaps. Skilled in creating detailed process documentation, conducting impact assessments, and leading impactful dialogues to understand complex business needs for diverse stakeholders. Demonstrated ability to enhance operational efficiency and productivity through effective team management.

CORE COMPETENCIES

- Robotic Process Automation
- Agile Methodologies
- User Stories
- Wireframing
- Backlog Management
- Research
- Business Consulting
- Process Optimization
- Project Management
- Stakeholder Management
- Training & Development
- Change Management
- User Acceptance Testing

TECHNICAL SKILLS

- Lucidchart
- Whimsical
- Azure DevOps
- Confluence
- JIRA
- MS Office
- Oracle Payments

SOFT SKILLS

- Communication
- Leadership
- Collaboration
- Adaptability
- Problem-solving
- Conflict Resolution
- Attention to detail
- Mentorship
- Presentation

ACHIEVEMENTS

- Led the implementation of 12 Robotic Process Automation (RPA) solutions, resulting in over 20% reduction in business operations effort for a client (APCO Holdings)
- Optimized resource utilization and resolved team challenges to ensure seamless process execution; further enhanced progress tracking using JIRA, which improved client trust and project transparency
- Designed a central system that streamlined access to all business documents, enabling easy access to enhance stakeholder productivity and improve operational efficiency

WORK EXPERIENCE

1Rivet India LLP | Business Analyst [Nov 2021 - PRESENT]

- Led the analysis and implementation of Robotic Process Automation (RPA) and traditional projects to boost operational efficiency and reduce costs
- Collaborated with stakeholders to identify automation opportunities, gather requirements, and align with business objectives
- Managed project plans, scoping, scheduling, and resource allocation for RPA and software projects, ensuring timely delivery
- Facilitated workshops and requirements gathering sessions to prioritize needs and enhance team collaboration
- Translated business requirements into technical specifications for development teams, conducted user acceptance testing (UAT), and provided training for RPA and software adoption
- Monitored project performance, driving improvements to enhance efficiency and effectiveness

1Rivet India LLP | Head of Operations [Nov 2018 - Jun 2021]

- Developed and implemented standard operating procedures, coordinated promotional events, managed third-party vendors, and streamlined operational processes for efficiency
- Led the operations team in day-to-day planning and execution

United Business Media | Business Writer [2017 - 2018]

- Designed and managed email, SMS, and social media campaigns using Adestra and Canva, coordinated media partnerships, handled vendor payments with Oracle, and supported event management and budget tracking

EDUCATION

- **St. Francis Institute of Management & Research**, Mumbai | Masters in Management Studies [2017]
- **St. Andrew's College**, Mumbai | Bachelor's in Banking & Insurance [2014]