

JAMES GEORGE

Business Analyst Aspirant📍 Kottayam, Kerala | ☎ +91 83300 22371

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CAREER OBJECTIVE

Detail-oriented **Entry-level Business Analyst** with hands-on experience in requirement gathering, process mapping, and data interpretation. Adept at bridging the gap between business needs and technical solutions using **Agile** and **SDLC** methodologies

TECHNICAL & ANALYTICAL SKILLS

- **Business Analysis:** Requirement Elicitation, Gap Analysis, BRD/FRD Documentation, Process Mapping.
 - **Frameworks:** SDLC, Agile/Scrum Fundamentals, Waterfall.
 - **Tools:** MS Excel (Pivot Tables, VLOOKUP), Google Sheets, MS PowerPoint, MS Word.
 - **Technical:** Python (Basics), HTML (Front-end), Prompt Engineering (AI Tools).
 - **Soft Skills:** Stakeholder Management, Problem Solving, Team Collaboration.
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PROFESSIONAL EXPERIENCE

Corevant Platforms Pvt Ltd | Business Analyst (Part-Time) *Remote / May 2025 – Present*

- **Requirement Elicitation:** Facilitate communication with stakeholders to capture functional and non-functional requirements.
- **Process Optimization:** Analyze business workflows to identify bottlenecks and suggest data-backed improvements.
- **Documentation:** Prepare comprehensive reports, analysis summaries, and project documentation for technical teams.
- **Quality Assurance:** Support User Acceptance Testing (UAT) and validation activities to ensure project goals are met.
- **Agile Methodology:** Actively participate in sprint planning and daily stand-ups to ensure timely delivery.

ACADEMIC & PRACTICAL EXPERIENCE

ASSET – Prompt Engineering & AI Tools Training | Lead Trainer 2023

- Designed and delivered a structured curriculum on **Generative AI (ChatGPT)** for productivity.
- Engineered task-based prompts for complex data analysis and automated reporting.
- Managed end-to-end participant data and certification processes.

ASSET – Leadership & Coordination

- Organized industry interaction programs, acting as a liaison between external experts and the institution.
 - Tracked participation metrics and generated post-event outcome reports.
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EDUCATION

- **Bachelor of Computer Applications (BCA)** | 2022 – 2025 BVM Holy Cross College, Cherpunkal (MG University) **CGPA: 7.18/10**
 - **Higher Secondary (12th)** | 2021 St. John Nephumsian's HSS, Kozhuvanal **Percentage: 92.8%**
 - **Secondary (10th)** | 2019 Jyothi Public School, Paika **Percentage: 79%**
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CERTIFICATIONS

- **Python for Machine Learning** – Great Learning
 - **Front End Development (HTML)** – Great Learning
 - **Python Project Bootcamp** – LetsUpgrade
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LANGUAGES

- **English:** Proficient (Professional)
- **Malayalam:** Native