ASHIB ANSARI

Business Analyst & Project Manager

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PROFESSIONAL SUMMARY

Business Analyst and Project Manager with 3 years of experience in IT. Skilled in UAT, creating test cases, preparing meeting minutes, and delivering professional PowerPoint presentations. I help teams stay organized, projects run smoothly, and ensure quality in every deliverable. Always learning and growing to make an impact in IT projects.

EXPERIENCE

Cincore IT and Consulting   Jan 2023 - Present
Business Analyst & Project Manager   *Karachi, Pakistan*

- **Project Management & Collaboration**
- Skilled in JIRA, ClickUp, MS Project, Confluence, SharePoint, Slack, Microsoft Teams, and Zoom for managing projects, tasks, and team communication.
- Skilled in identifying project risks, dependencies, and resource constraints for timely mitigation.
- Experienced in facilitating cross-functional collaboration between business, development, and QA teams.
- **Office, Documentation & Reporting**
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, OneNote) and Google Workspace; experienced in preparing BRDs, meeting minutes, project status reports, and executive presentations.
- Experienced in using MS Office and Google Workspace for documentation, reporting, and project communication.
- Proficient in organizing and maintaining detailed project documentation and executive summaries.
- **Testing & Quality Assurance**
- Skilled in UAT planning and execution to validate business processes.
- Experienced in designing and documenting detailed test cases and scenarios.
- Proficient in regression and functional testing to ensure system stability.
- Proficient in identifying edge cases and improving test coverage.
- Skilled in supporting go-live readiness and post-deployment validation.

EDUCATION

Iqra University, M-9 Campus, Karachi   Oct 2024 – Present
Bachelor of Computer Science (B.CS)

Government Degree Science & Commerce College, Karachi   2021 – 2023
Intermediate in Pre - Engineering

E.J. High School, Karachi   2012 – 2021
Matriculation in Science

TECHNICAL STRENGTHS

Technologies	SQL, SDLC & System Integration Processes, Project Tracking & Reporting Systems
Tools	JIRA, Confluence, MS Project, SharePoint, Microsoft Teams, Slack, Zoom, Microsoft Office Suite
Platforms	Microsoft Project, Microsoft Teams, SharePoint, Google Workspace