SAURABH RAJENDRA POTDAR

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Seeking a challenging position as a Business Analyst where I can contribute with my B.A. skills for organizational growth and in turn expecting a prosperous career in a mutually beneficial way.

FUNCTIONAL SKILLS

- Experience as a Business Analyst.
- Comprehensive knowledge of Software Development Life Cycle (SDLC) (Agile-Scrum, Waterfall Methodology).
- Hands on experience in requirement gathering, elicitation techniques, Requirements engineering and analysis and validations.
- Excellent Business communication, presentation and technical writing skills to create scope documents, BRD, FRD, Non-functional Requirements Document, User Manual and Test case Document.
- Spearheaded the process modeling using UML (Use Case Diagrams, Activity Diagrams).
- Sound knowledge in RTM (Requirement Traceability Matrix).
- Experience in handling Regression Testing, Project sign-off with UAT analysis on client's side platforms.
- Project sign-off with UAT analysis performed on client's side platforms.
- Effective handling and management of New Change Requests NCRs as per the change management process.
- Expertise in Wireframing and Prototyping.
- Proficient in Linux as well as Windows.
- Problem solving skills, Multi-Tasking abilities, Ability to work both Independent and in a team environment.

TOOLS AND TECHNOLOGIES

- UML modelling tools - MS Visio 2010, Draw.io
- Project Management Tool - JIRA.
- Prototyping Tools - Balsamiq 2.0, Axure RP Pro 7.0, Mockflow
- Sound knowledge of SQL.

CERTIFICATION

- **IIBA endorsed certification course on Business Analyst from COEPD, Pune, Maharashtra.**

Internship

- **Jr. Business Analyst at APT IT Solutions Pvt. Ltd., Hyderabad.**   **(Oct 2019- Dec 2019)**
  Project: Developing an automated Web Application for the "Cab Management System".
  - Interned on Cab management system and practiced different types of responsibilities at APT IT Solutions.
  - Participated in the workshop conducted by COEPD on Business Analyst Training.
  - Prepared UML diagrams such as Use Case Diagrams, Activity Diagrams to communicate business requirement.
  - Prepared Flow chart diagrams (TO-BE, AS-IS) and Cross functional diagrams in MS-VISIO.
  - Prepared Business Requirement Document (BRD) and Functional Requirement Document (FRD).

PROFESSIONAL EXPERIENCE

- **ERP Functional Consultant at Dexciss Technology Pvt. Ltd., Pune.**   **(Feb 2020 - Apr 2020)** Project 1: ERP Customization As Per Vendor Requirements
  - Created project proposal document or agreement.
  - Assisted senior B.A. in requirement gathering at client side.
  - sorted the requirements as functional and nonfunctional requirements and then drafted them into a feature list.
  - Created FRD
  - Developed wireframes and took approval from client.
  - Developed data flow diagram.
  - Created epics from the feature list and then classified each epic into user stories.

- Tracked the development process and coordinated with the client.
- Conducted unit testing.
- Gave a demo to the client.
- Change request management.

HOBBIES

- Executing the Agricultural Activities
- Reading
- Playing Cricket
- Listening Songs

ACADEMICS

- B.E (Computer Engineering) — Bhivarabai Sawant college of Eng. & Research, Pune (SPPU) Cleared in 2019 with 60.45%.
- Diploma (Information Technology) —Sou. Venutai Chavan Polytechnic, Pune (MSBTE) Cleared in 2016 with 70.24% .
- X —Dr. Ulhas Patil Eng.& Med. School, Savda (CBSE) Cleared in 2013 with 7.6 CGPA.

PERSONAL DETAILS

- Languages   : English, Hindi, Marathi.
- Gender   : Male
- Father's Name   : Rajendra Potdar.
- Date of Birth   : 08/06/1997
- Current Address   : Amba nagari society, Dhanori road, Vishrantwadi,Pune, Maharashtra (411015)
- Permanent Address : A/P-Kumbharkheda Tal-Raver Dist-Jalgaon, Maharashtra (425505)

DECLARATION

I, Saurabh Rajendra Potdar hereby declare that all the information given above is true to the best of my knowledge and belief.