

SAYALI TANKSALE
Email: sayalitanksale@gmail.com
Mobile no: 9730331874

Professional Summary

- Experience of **1.4 Years** in the field of **Business Analysis, International Business Communications**.
- Experience in preparing Scope Document, Functional Requirement Document, Functional Point Analysis and communication with clients.
- Knowledge on SDLC models.
- Knowledge on Agile methodologies.

Work History:

1. 6 Months of Experience as Business Analyst in Exceptionaire Technologies private limited, Pune (2019 – Present).

Roles and responsibilities:

- Designing Scope Document.
- Project Management
- Designing Functional Requirement Document.
- Designing Functional Specification Document.
- Preparing Functional Point Analysis, Validation Matrix, Notification Matrix.
- Designing Data flow Diagrams, UML Diagrams, Sequence Diagrams.
- Designing wireframes using UXPIN Tool, Balsamiq Tool.
- Communication with Clients.
- Knowledge of Zoho Sprint.

Projects Handled:

- My City My Store (Ecommerce Application)
- Mana 360 (Transportation System)

2. 10 Months (2017 – 2018) of Experience as Business Analyst (Sales) at Global Blockchain Foundation, Pune.

Project Description

On-Site Projects:

1. Singapore Blockchain Summit - Government meet with **Monetary Authority of Singapore** to discuss about developing Blockchain in ASEAN region.

2. Dubai - Investor Meet with **NOOR CAPITAL and FINTECH GALAXY** for further implementation of Blockchain in Financial Sector of UAE Region.

3. South Korea Blockchain Summit - Industrial visit to **TongBloc Company and KCX exchange**. Conference meet with **Korea Crypto Social Group** for implementation of Blockchain Projects in South Korea.

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Roles and responsibilities:

- Managing Communication with International Clients.
- Understand customer requirements and carry out required modifications
- Designing Scope Document.
- Designing Functional Requirement Document.
- Designing Functional Specification Document.
- Preparing presentations and giving reports.

Skills

Management Skills

- Documentation
- Team management.
- Good Presentation Skills.
- Good Analytical Skills.
- People Management.
- Leadership.

Technical Skills

- Wireframe using UXPin Tool.
- Executing SQL queries in order to view successful transactions of data and for validating data.
- Tools – Microsoft word, Microsoft PowerPoint, Microsoft excel.
- Business analysis skills including writing functional specification manuals.
- Knowledge on HTML.

Financial Skills.

- Basics of Accounting. – Journal ledger, Trial Balance, P&L Accounting, Balance Sheet.
- Cash Management.
- Inventory management.
- Working Capital Management.
- Corporate Action Theory (Basic understanding of the process workflow).

Marketing Skills

- Communication and Networking.
- Negotiation.
- Business Communication skills.

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Education

- Completed **MBA in Information Technology**, from **Symbiosis Institute of Computer Science and Research**, with overall **CGPA 8.06**.
- Completed BSC Computer Science (MIT), Pune in 2015 with 62%.
- 12th (SSC Board) from Huzurpaga Girls College, Pune in 2012 with 51.33 %.
- 10th (SSC Board) from MIT School, Pune in 2010 with 75 %.

Certifications and Achievements:

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|--|------|
| • Participated in Share&Care event called Baal Dhamal, SICSR, Pune. | 2016 |
| • Secured first rank in fashion show competition in Yuva Spandan Competition. | 2015 |
| • Head of Singing committee in the SRUJAN fest of MIT COLLEGE. | 2015 |
| • Secured second rank in classical kathak group performance of Talent Search competition of MIT College. | 2014 |
| • Appreciation certificate for achievement in Talent Search competition of MIT college. | 2014 |
| • Second rank in Classical dance competition (kathak). | 2013 |
| • Second Rank in Extempore Poetry in Inter college Srujan Competition. | 2013 |
| • Volunteer for the event of 17th National Conference of Indian Aerobiological Society and Participated in Young Expression School Project of Young Expressions. | 2004 |

Personal Information

Date of Birth : 02 December, 1994
Location : Pune
Marital Status : Single
Hobbies : Dance (Kathak, Hip-hop), Sketching, Poetry, Reading.
Languages Known : English, Hindi and Marathi.
Nationality : Indian ()
Present Address : DP Road, Kothrud, Pune 411038.

DECLARATION:

I hereby declare that all the above-mentioned details are true to the best of my knowledge.

Place: Pune

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