**Ayushi Singh**

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**CAREER OBJECTIVE:**

As a business analyst looking for an opportunity to make a difference by bringing my enthusiasm and expertise to the forefront of the leading company’s business analysis and business decisions

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**PROFESSIONAL SUMMARY:**

* Experience in JIRA to create scrum board artifacts and documents enhancements.
* Experience in business and functional requirements gathering, business processes design and software validation
* Can define requirements for each customer and coordinate with various internal and external resource to deliver service
* Skilled in understanding client’s requirements, developing solutions
* Solid experience carrying out all phases of full SDLC lifecycle.
* Responsible for documentation and maintenance for project scope specifications
* Experience in creating and updating product backlog through backlog refinement sessions with the product owners
* Hands on experience in producing proper reports and working on dashboards
* Knowledge in tools like MS Visio, Balsamiq and RTM

**SKILLSET**

**Technical Skills**

* Documentation Tools: **MS Word, MS PowerPoint, MS Excel**
* UML Modelling Tools: MS Visio 2010
* Modelling Language: UML 2.0.
* Testing: Manual Testing.
* Project Management Tool: JIRA
* Prototyping tools: Balsamiq 2.0., Creately and Lucid Charts

**Soft Skills**

* Recruitment
* Sourcing
* Negotiation
* Business Management
* Stock Market and Finance
* Financial Accounting
* Basic Knowledge of Taxes
* Computerised Accounting with Tally

**Core Competencies:**

* Business analysis planning and monitoring
* Requirement life cycle management in business analysis
* Solution evaluation
* BA strategy analysis

**WORK EXPERIENCE**

**Worked as a Business Analyst Intern at BACentric Solutions from April 2023 to May 2023.**

**Project Name: Procurement process**

Methodology: Agile

Tools used: MS Word, MS PowerPoint, MS Excel, MS Visio, and Balsamiq

Role: Jr. Business Analyst

**Responsibilities:**

* Scheduling and participating requirement gathering meetings with the teams to explore solutions
* Business requirement documentations using BRD and FRD
* Handle various project management activities like project scoping, planning, estimating, scheduling, controlling and organizing.
* Working with scrum activities such as sprint planning, daily stand-up, sprint demo and retrospective
* Maintaining matrices and KPI
* Work on the documentation with aid of RTM
* Involvement in requirement analysis of the business and discussing it with the stakeholders
* Conducting agile management and collaborating with stakeholders and continuous
* Improvement
* Proper and timely business analysis of the organisation.

**Summer Internship**

**Worked at Agile Capital Services, Delhi (On-site) from Aug 2022 to Oct 2022**

**HUMAN RESOURCE**

* Dealing into Talent Acquisition Profile
* Recruitment & Seletion
* On Boarding Formalities
* Understanding CTC calculation
* Primary Screening of Resume
* Scheduling Interviews
* Part of Employee Engagement Team

**MARKETING**

* Lead Generation
* Business Development
* Security Analysis
* Portfolio Management

**Worked at Cogent Infotech, Noida, UP from Nov 2020 to Sep 2021**

**Non-IT Recruiter**

* Screened Candidates - Interviewing them, testing them and going through the whole selection process.
* Sourced through various techniques like Internet tools, Referrals and Database etc.
* Handled all aspects of the applicant process. Run Reference and background checks.
* Set up and coordinate interviews, travel arrangement (if required). Negotiate offers & close hires.
* Managed and worked with different candidates (US Citizens, and Green Card Holders)
* Daily coordination of candidate resumes, submittals, interviews, closures, and sales recruiting tracking systems.
* Worked with candidates Directly on W2, Corporation to Corporation, Contract to Hire.
* Responsible for posting requisitions on the company websites and job boards.

**CLIENTS:**

* Becton Dickinson
* Thermo Fisher
* Suez WTS
* Bank of America
* Office Depot

**EDUCATION**

**Masters of Business Administrative (MBA) Varanasi, IN**

AKTU, Lucknow 2021 to 2023

**Bachelors of Commerce Varanasi, IN**

Microtek College of Management & Technology 2018 to 2021

**CERTIFICATIONS**

* Certified Business analyst from BACentric Solutions, Endorsed by IIBA
* Certificate in Advanced Financial Accounting
* Certificate in Marketing Analytics
* Certificate in Fundamentals of Digital Marketing
* Certificate in Course on Computer Concept (CCC)
* Certificate for Vocational Skill Building Programme on Selling Skills – Using Digital Medium organised  by ICICI Academy for Skills, Mumbai

**ADDITIONAL INFORMATION**

* Secured 3rd position in inter school sports and game competition, recognized by **YOUTH AFFAIRS AND  SPORTS, GOVT.OF INDIA.**
* Participated in challengers league of the 2014 **INDIAN SCHOOL BASKETBALL LEAGUE conducted by  IMG.RELIANCE BASKETBALL FEDERATION OF INDIA**
* Participated in inter school sports and game competition 2015-16 recognized by **YOUTH AFFAIRS AND  SPORT, GOVT.OF. INDIA**
* Participated in **UP BHARAT SCOUTS AND GUIDES 2015-17**