

# SARTHAK SAWHNEY

BUSINESS ANALYST

## OBJECTIVE

Business Analyst with 5+ years of experience using key techniques and tools to analyze processes and business operations. Seeking to employ my strong prioritization skills and analytical ability in the Business Analyst role at your company.

## CAREER HIGHLIGHTS

- 5+ Years of Experience Working with Delivery Team across SDLC in Finance / Ecommerce Management
- Proficient in Requirement Gathering, Requirement Elicitation and mapping of business requirements to system Requirement, Client management. Knowledge of Creating formal documents like SRS, BRD, RTM, Wireframes & Test Documents.
- Proficient in Software Functional and Performance Testing along with UAT testing
- Conducted JAD sessions while working in Agile Environment with all the Project managers and Stakeholders.
- Proficient in using JIRA to document epics, user stories, acceptance criteria according to Business Requirements.
- Working Knowledge of SQL to fetch the data required for Dev and Testing team.
- Well-versed with MS office tools like MS Visio, MS Word, MS Excel and MS PowerPoint to develop various project deliverables
- Excellent Spoken and Written Communication skills.

## GET IN TOUCH!

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## EMPLOYMENT HISTORY

### Consultant, Snap-On Business Solutions

EPC (Electronic Part Catalog) General Motors | Dec 2018 - Present

- Requirements analysis, elicitation and prioritization
- Gathering and defining the business requirements from the client
- Create product backlog with user stories and acceptance criteria and Story Point Estimations
- Individually responsible for Testing the Performance of the Application using Apache J-Meter Tool
- Creates code for load and performance test cases and tests frameworks to execute test cases and report results
- Preparing test scenarios, cases and executing the same with defect tracking
- Participating and facilitating JAD sessions, daily scrums, retrospective and sprint planning
- Creating Functional Specification Document (SRS) and defining the Acceptance criteria
- Grooming the Requirement with Development and QA Team
- Wrote SQL queries to perform Data Validation testing to ensure data quality.
- Coordinating with Development and Product Team for Requirement Clarification.

### Functional Consultant, All E Technologies

Microsoft Dynamics NAV ERP System | Oct 2015 - Dec 2018

- Analyzing requirement documents and preparing test strategy/plan documents
- Preparing test scenarios, cases and executing the same with defect tracking
- Engaging with Client and understanding their needs and explaining them the Process of the ERP through a Demo which can help them ease their pain points in their day-to-day business
- Interact with and advise various members representing the customer account team on client account status that is subject to collections review
- Maintain and enforce procedures to control client account payments; develop more efficient work process controls and account reminders
- Functional and Regression Testing
- Defect management that includes logging, reviewing, and tracking the bugs in JIRA
- Involvement in Requirement Gathering and Analysis from Product Owner
- Preparing Test Cases for module, integration and system testing
- Involvement in preparation & execution of Test Cases and review of Test Data.

## ACADEMIC HISTORY

### U.P.T.U

B. Tech in Computer Science and Engineering | 2015

- Scored: 60%

### Shri Gulab Rai Montessori Sr. Sec. School, Bareilly

Intermediate | CBSE | 2011

- Scored: 70%

### Hartmann College, Bareilly

Secondary School | ICSE | 2009

- Scored: 78%

## CORE COMPETENCIES

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- Software Design
- Analysis
- Teamwork
- Software maintenance
- Process improvement
- Microsoft Access and/or SQL experience
- Big picture thinking
- Work well under pressure
- Communication
- Problem solving
- Critical thinking
- Relationship building
- Time management
- Negotiation skills
- Adaptability

## ACHIEVEMENTS | CERTIFICATION

- Fundamental Scrum Certified
- Awarded as SuperStar for the month twice in helping the client achieve the SLA before time and delivering a smooth and efficient product Won 2nd Prize in Technical Fest of College in Coding competition
- Won 1st Prize in Technical Fest of College in Hacking Challenge
- An active member of various technical groups in College, organizing technical challenges for Juniors to get them used to the challenging environment.

## WHY ME?

Over the years, I have acquired relevant skills and experience pertaining to writing BRD, FRD, which I shall bring to your organization.

I bring in exceptional communication skills and team management quotient which will be highly beneficial in executing projects of various scales.

I have given my 100% effort in my past companies, and this has enabled me to recognize my capabilities and limitations.

If I channelize them further, they will bring fruitful results to me and also to your esteemed organization.