

## Professional Synopsis :

### • IT Experience

- IT professional with relevant experience of 5 years in business analysis.
- Business Analysis – Enterprise Analysis, Business Analysis planning & scoping, Requirement Elicitation, Analysis & Documentation, Manage Stakeholder's Sign offs.
- Manage solution throughout SDLC lifecycle – Liaison between business & technical team to drive solution development, Solution assessment & validation, help in performing UAT & Go Live support.
- Transition Management – Project planning, Application risk assessment, Transition Go Live
- Stakeholder Management – Manage multi- department stakeholders and their requirements, weekly reporting on requirement progress.
- User Trainings – Prepared user manuals for training & change management.
- Tools - JIRA, OpenOffice 4.0.1, MS Office 2013
- Database - MS-SQL Server 2016

### • Operations

- Assisting Ops delivery and change management
- Automations of reports to enhance productivity and efficiency
- Analyzing processes and recommending modifications to enhance operational efficiency

### • Outsourcing / Process Transition

- Execution – building Standard Operating Procedures for processes transition
- Business processes improvements to meet customer needs and strategic demands

## Work Experience: 5 Years

### **STJ Electronics Pvt Ltd** (Business Analyst)

July' 2014 - Present

Client Name : **Ambuja Cement Ltd**  
Project Name : **Contractor labour Management Software**  
Role : Business Analyst

Duration : 4 Months

Client Name : **PI Industries Ltd**  
Project Name : **Web Based Visitor Management Software, Contractor labour Management Software**  
Role : Business Analyst

Duration : 3 Months

Client Name : **Energy Efficiency Services Ltd**  
Project Name : **Mobile Application, Integration with SAP**  
Role : Business Analyst

Duration : 2 Months

Client Name : **Sandhar Technologies Ltd**  
Project Name : **Web Based Time Office Software**  
Role : Business Analyst

Duration : 2 Months

Client Name : **DB Corp Ltd(Dainik Bhaskar)**  
Project Name : **Web Based Time Office Software, Integration Services**  
Role : Business Analyst

Duration : 2 Months

### **Key Responsibilities :**

- Performs feasibility analysis, scopes projects, and works with the project management team to prioritize deliverables and negotiate on product functionalities.
- Application scoping, Requirement gathering and documentation, Elicitation using multiple techniques- User discussions, System documentation, meetings, etc.
- Liaison between business & team, stakeholder management, 3rd party suppliers.

- Responsible for overall application Risk Assessment
- Weekly project reporting.
- Preparation of Functional Test cases and conducting UAT Testing with close coordination with testing team and Consultants and end users to ensure the testing quality and its progress.
- Gap analysis, Coordination with Technical Team for customization.
- Involvement in application transition Go Live

**Vibson Technologies**  
(Software Programmer)

Apr' 2013 - Mar'2014

Client Name : **ACME Interiors Pvt Ltd, Gurgaon**  
Project Name : **Loan Module**  
Programming Language: **.Net**  
Database : **MS-SQL Server 2008 R2**  
Role : **Designing & Coding**

Duration : 3 Months

Client Name : **Pfeda Synthetics Private Limited, Noida**  
Project Name : **Leave Module & Attendance**  
Programming Language: **.Net**  
Database : **MS-SQL Server 2008 R2**  
Role : **Designing & Coding**

Duration : 6 Months

**Key Responsibilities :**

- Developing new software applications.
- Upgrading existing software as the user organization's needs change
- Testing software to ensure the code is correct, fixing ('debugging') errors where they occur, and rerunning and rechecking the program until it produces the correct results.
- Working closely with analysts and staff.
- Testing the product in controlled, real situations before going live

**Educational Qualification :**

Degree	Institute	Year
<b>MCA (Pursuing)</b>	Sikkim Manipal University	2017
<b>GNIIT</b>	NIIT (Faridabad)	2013
<b>B.com</b>	Delhi University (Correspondence- New Delhi)	2012
<b>12<sup>th</sup></b>	St.Thomas.Sr.Sec.School, Faridabad (CBSE)	2010

**Personal Details :**

- **Date of Birth** : 23<sup>rd</sup> July 1990
- **Father's Name** : Mr. Vinod Bhardwaj
- **Languages** : English, Hindi
- **Nationality** : Indian