

CURRICULUM VITAE

EKTA SAXENA

Business Analyst

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B.E. (Hons.), Electronics & Communication

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Business Analyst with 6+ years' experience developing, documenting, and implementing innovations that advance business goals. Highly adept at creating bespoke solutions within an Agile methodology framework. A consummate communicator with the ability to engage diverse teams in diverse specialisations. Adapt readily to new work challenges and industry conditions.

SKILL

- **Data analysis.** Drew inferences and identified key data points from large and disparate datasets.
- **Research.** Identified and assisted in procurement of optimum solutions for implementing new ways of working.
- **Documentation.** Created efficient records of all changes, implementations and project communications. Ensuring colleagues followed the same standards.
- **Managerial skills.** Mentored undergraduate interns and successfully integrated them with various projects.
- **Software skills.** Microsoft Visio and basic knowledge of programming languages.
- Knowledge of MS office & Internet Accessing & Mailing.
- All basic Data Analysis functionalities, Report Generation, & knowledge of Statistical Analysis

TOOL KNOWLEDGE

PowerBi, Tableau, Agile Project Management, MS Office package, Software Development Life Cycle (SDLC), User Acceptance Testing, Business Analysis, ZOHO, ASANA, SLACK, JIRA, ADOBE XD, Draw.io, Miro, Pencil etc

PROFESSIONAL CERTIFICATION

- ✓ Business Analyst Foundation Google Data Analytics
- ✓ Professional Fundamentals of Visualization with Tableau

PROFESSIONAL SUMMARY

Organization Associated in ABM Knowledgeware Ltd (Working IN MPSEDC)

- Work Duration – 14th FEB 2022 to Till Date
- Designation- Business Analyst

IT Business Analysis as well as Project Coordination with distribution of task, Solution proposing, writing, validating and verifying requirements. Responsible for creating BRDs and providing estimates for the project with the development team/manager. Conducting interviews with the client to gather requirements and draft them as FRD, Wireframe, Kick-off to UAT Change cycle management, and SDLC process.

Project

Disaster Management & Warning System (Web and Mobile app)

➤ Overview

DWRS is based on the dynamics of GIS technology at 3 tier structure of SDERF i.e. District Command & Control Center, State Command & Control Center and Vallabh Bhavan Situation Room to facilitate the associated authorities to view affected areas, send & receive alert, which assist to deal with the disaster. DWRS objective is to strengthen officials & ground response team for proactive preparedness, post event information dissemination for any event/disaster & other hazards.

➤ Responsibility

- Develop business documentation (FRS, Concept, PPTs etc) including procedures, work instructions, and process flow diagrams
- Participate in knowledge transfer and requirement gathering sessions to help clarify business goals and improvement areas
- Coordinate with internal team and explain the requirement.
- Assist with user testing to ensure solution meets business requirements
- Provide support to the End user and provide solution of facing issues while using system

Waterbody Management System

➤ Overview

Fisheries, Government of MP, had initiated the interest in development of an online system to mapping/tagging of the waterbodies on the Map. With this application Manage Individual Fisherman, Fisherman Group & Cooperative Society, Lease Allocation, 18 MIS Input/output Report, department intends to transform its key business processes.

➤ Responsibility

- Gather Requirement from Department/Client and Create Wireframe to visual and better understand the system
- Prepare FRS document and take signoff on it from client
- Ensured team members fully understood the needs, motivations, and key factors for business success
- Identify performance issues and potential improvement areas
- Provide support to the End user and provide solution of facing issues while using system

Physical Inspection Portal (Web and Mobile app)

➤ Overview

Developed Web Portal and Mobile APP for Physical Inspection of Commercial dealer to make MP state corruption Free. Department user find suspicious dealers through data collected by web and Mobile App. On Suspicious Dealer, Department will take an action like SCN Cancellation, ITC Block/ITC Trail etc.

➤ Responsibility

- Gather Requirement from Department/Client and Create Wireframe to visual and better understand the system

- Prepare FRS document, PPTs and take signoff on it from client
- Translated stakeholder requirements into concrete deliverables such as user cases, functional specifications, and process and data model diagrams
- Perform Manual Testing to ensure provide solution is bug free.
- Prepared reports, business models, flowcharts, and diagrams for all staff levels
- Provide support to the End user and provide solution of facing issues while using system

Softozin Explication Private Limited

- Work Duration – 1st November 2020 to 7nd Feb 2022
- Designation- Business Analyst

PROFILE SUMMARY

- ✓ Requirement gathering, Writing and Requirement Analysis, Verification
- ✓ Effective leasing with stakeholders to gather requirement and problem solving.
- ✓ Business Requirement Document (BRD)/FRD Creation as a part of Requirement writing. Feature listing, Functional flow, Technical Document, User Manual, Project understanding doc, Wireframing, UML diagrams.
- ✓ Designed the wireframes to display the sketch of the working model if needed.
- ✓ Prepare Project Proposal, Project Contract Document, Project Plan, SOW (Statement of Work).
- ✓ Well versed with Reviewing the documents and other processes so as to deliver quality results.
- ✓ Well experienced with Agile SCRUM methodology. Have worked with Agile Product Backlog.
- ✓ Familiar with SCRUM activities. Familiar with scrum calls, daily stand-ups, planning and retrospection meetings.
- ✓ Coordinating tasks with developers and various stakeholders efficiently to find out requirement gaps if any.
- ✓ Business assistance during the lifecycle of the project.
- ✓ Understanding of Software Development life Cycle (SDLC) and Software Testing life Cycle (STLC).
- ✓ Expert in all different kind of testing –Functional (all type of functional testing including System testing, integration and UAT).
- ✓ Test Planning, Test Cases Preparations, Test Scripts writing.

Hiteshi Infotech Pvt Ltd

- Work Duration – 1st October 2019 to 30 October 2020
- Designation- Business Analyst

PROFILE SUMMARY

- ✓ Responsible for creating BRDs and providing estimates for the project with the development team/manager.
- ✓ Conducting interviews with the client to gather requirements and draft them as FRD, Wireframe, Kick-off to UAT Change cycle management, and SDLC process.
- ✓ Responsible for gathering business requirements and impact analysis activities ✓ Responding to RFPs (Request for Proposal) for the new business opportunities.
- ✓ Hands-on Experience in analysing the Project Requirement, preparing BRD's (Business Requirements Document), writing detailed Scope and Proposals of the Projects likewise in technology defining the deadline for the completion.
- ✓ Well versed with Microsoft Word, Power point and Excel.

AM WebTech Pvt Ltd

- Work Duration – 3 December 2018 to 30 Sep 2019
- Designation- BDE (BA Presales)

PROFILE SUMMARY

- ✓ Leading sales and marketing team by planning and executing business strategy for sales growth.
- ✓ Experience in handling sales complete processes in diverse geography (USA, UK, and Domestic).
- ✓ Target oriented, innovative, competent, self-motivated, efficient & flexible with strong
- ✓ organizational ability and zeal to face new challenge
- ✓ Using Various Online Portals like Upwork, Guru, fiver, people per hour, worknhire, craigslist, freelancer to get the projects.
- ✓ High level of negotiating skills.
- ✓ Possess excellent communication, interpersonal, analytical, presentation and multilinguistic skills.
- ✓ Develop projects plans, achieve approval, manage a project's implementation and provide management with progress reports.
- ✓ Communicate development of project plans with Management.

Narmada Solution

- Work Duration – 1 AUG 2016 To 30 October 2018
- Designation- BDE (BA Presales)

PROFILE SUMMARY

Responsible for making first contact throw the portals with new clients and establishing the outline of each new project. Worked closely with international clients to determine new target customers to go after and ways to bring in new business. Prospects for target clients for an increased business growth. Identifies new opportunities for sales campaigns that can lead to increased sales. Develop effective working relationships with customers through regular meetings and identify and obtain further sales and business development opportunities

EDUCATION

B.Eng. (2011-2015)

Bachelor of engineering degree in Electronics & Communication from Gwalior Engineering college Gwalior (M.P), Affiliated to Rajiv Gandhi Proudyogoki Vishwavidyalaya, Bhopal with aggregate of 76.7%.

STRENGTH

Adaptable, Positive-Attitude