

# SAVITHA KANDUGULA

## BUSINESS ANALYSIS ENTHUSIAST

Visa Status: EU Blue Card  
Open to relocation within the Schengen area

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Phone: +371 24882302  
Location: Riga, Latvia

### PROFESSIONAL SUMMARY

Aspiring Business Analyst transitioning from Talent Acquisition, bringing 6+ years of expertise in data-driven decision-making, process optimization, and stakeholder collaboration. Adept at requirement gathering, market research, process improvement and Agile methodologies, with hands-on experience in JIRA, Confluence, PowerBI etc. Currently advancing Business Analysis skills through Agile project implementations in various industries and business case studies.

### CORE COMPETENCIES

- Agile Methodologies
- Requirements Gathering
- Process Mapping & Analysis
- Stakeholder Management
- Business Process Optimization
- Data-Driven Insights
- Project Coordination
- Cross-Functional Collaboration

### EXPERIENCE

**Business Analysis & Agile Learning (Training & Projects), Riga, Latvia** **12/2024-Present**

#### *Self-Directed & Independent Learning*

- Completed 4 hands-on Business Analysis projects in diverse industries.
- Developed stakeholder matrices, user stories, and process flow diagrams for BA case studies.
- Applied 5 Whys technique & Agile methodologies to optimize workflows.
- Designed and implemented Business Requirement Documents (BRD) and Traceability Matrices (RTM).
- Built a BA Portfolio showcasing real-world case studies, process improvements, and wireframes.
- Earned certifications in Business Analysis, Agile, Jira, and Process Management.

**Elevate Jobs, IT Recruitment Partner (Europe), Riga, Latvia-** **12/2023 – 11/2024**

- Conducted stakeholder requirement analysis to align hiring needs with data-driven talent strategies.
- Applied process automation to improve hiring efficiency by 25%.
- Optimized recruitment workflows using Agile methodologies & root cause analysis.

**Allnex, Sr Talent Acquisition Specialist EMEA, Riga, Latvia-** **03/2022 – 11/2023**

- Managed stakeholder engagement across IT, Sales, R&D, and Operations teams.
- Implemented data-driven decision-making & reporting to improve hiring efficiency.
- Led HR process improvements, integrating SAP SuccessFactors to enhance workflows.

**Webroas, HR Recruiter/ Onboarding Specialist, Riga, Latvia-** **11/2020 – 03/2022**

- Managed recruitment for roles in marketing and IT, ensuring precise requirements gathering for optimal candidate-job fit.

#### **Evolution Gaming, Game Presenter, Riga, Latvia-**

**01/2019 – 08/2020**

- Adapted quickly to changing priorities while maintaining a strong focus on stakeholder needs and customer satisfaction.

#### **RK Info Systems, HR Associate/Recruitments, India-**

**01/2016 – 07/2018**

- Managed full-cycle recruitment for IT roles, leveraging requirements gathering and stakeholder management to identify top talent.

### **EDUCATION**

#### **Master of Business Administration, Business Management**

**01/2019- 01/2021**

Informācijas Sistēmu Menedžmenta Augstskola (ISMA University) - Riga, Latvia

**Master Thesis:** "Introducing New Technologies in Human Resources at Volkswagen Group" – Market Research & Business Analysis.

### **BUSINESS ANALYSIS PROJECTS & CASE STUDIES**

- [Agile Workflow Optimization – Enhancing Product Development \(Gaming Industry\)](#)
- [Expense Tracker - Business Analysis Case Study \(FinTech Domain\)](#)
- [Customer Onboarding Optimization – Process Improvement \(FinTech & Banking\)](#)
- [Personal Finance Management – BA Project \(FinTech & Banking\)](#)

### **CERTIFICATIONS & LEARNING BADGES**

- [Business Analysis Foundations: Planning – LinkedIn Learning](#)
- [The Complete Business Analysis Fundamentals Course + CERT – YESI Education](#)
- [BA Analysis Basics – Simplilearn | SkillUp](#)
- Agile & Jira Certification – AGILEKB
- Microsoft Planner & Teams Certification – PMKB
- Trello Certified – YESI Education
- Multiple LinkedIn Certifications Leadership
- Power BI for Data Analysis – Udemy (in progress)

### **TECHNICAL & ANALYTICAL SKILLS**

- Requirement Gathering & Elicitation: Brainstorming Sessions, Interviews, Surveys & Questionnaires, Workshops & Focus Groups, Document Analysis, Observation (Job Shadowing), Use Case Analysis.
- Business Analysis & Process Mapping: Business Process Modeling Notation (BPMN), Flowcharts, Swimlane Diagrams, Root Cause Analysis (RCA).
- Stakeholder Management & Communication: Stakeholder Matrix (RACI Chart), Stakeholder Mapping, User Personas, MoSCoW Prioritization.
- Agile & Scrum Practices: User Stories & Epics, Product Backlog Grooming, Sprint Planning, Daily Standups (Scrum Meetings), Retrospectives
- Requirement Documentation & Traceability: Business Requirement Document (BRD), Functional Requirement Specification (FRS), Requirement Traceability Matrix (RTM), Use Case Diagrams.
- Data Analysis & Visualization: PowerBI, Excel, Other Data Flow Diagrams.
- Workflow & Collaboration Tools: Jira, Trello, Confluence, Microsoft Planner, Draw.io