**Resume**

**Full Name**  
Varun Singh

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**Location**  
Kalyaninagar, pune - 411003

**Education**

Master in Business Administration (IT) from University Of Pune.

# Technical Skills

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| --- | --- |
| Operating Systems | Windows XP / Vista / 7 / 8 |
| Tools & Utilities | MS Office suite 2007, MS Visio 2007 |
| Expertise | Customer Relationship Management |
| Business Applications | Siebel V8.1 (CRM) |

**Professional Experience:**   
**ORGANIZATION:** Menzies

**Duration**: May 2010 – October 2013

**DESIGNATION:** ITBusiness Analyst

**Responsibilities:**

**Business Analyst**:

* Understand the as-is and to-be business processes
* Understand business requirements
* Assist the onsite lead in preparing the Requirements Specification document and Business Requirements document
* Assist the lead in preparing the solution document
* Participate in the design discussions
* Help the team in the development of the application
* Create the test plan and define the functional test scenarios
* Prepare the functional test cases
* Analyze the test results & report the status to Project Lead
* Help the business users in preparing/executing the functional test cases during User Acceptance Testing
* Prepare the training material for business users for different Lines of Business
* Maintain the online repository for all the project documents
* Understand the functional requirements
* Prepare the business scenarios
* Prepare & execute Test cases
* Run tests and record test results / raise defects.
* Retest defects after defect fix

**ORGANIZATION:** Salebuild ITES

**Duration**: May 2014 – November 2014

**DESIGNATION:** Research Analyst

**Responsibilities:**

* Understand the particular offering of the client organization.
* Engage in meaningful conversation/s with key decision makers and business owners.
* Conduct targeted surveys to identify right business opportunity from prospects.
* Adept at doing secondary research on companies and individual using different data sources.
* Focused on achieving targets defined for self and team.
* Discovering Right Party Contacts in target companies.
* Mapping the IT Environment of target companies.
* Conducting surveys and identifying the right business opportunities from target companies.

**Personality Attributes:**

* Structured thinker
* Logical
* Ability to deal with crisis
* Attention to detail
* Goal Oriented
* High level of Integrity