# Aryan Varshney

## Business Analyst

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### CAREER OBJECTIVE:

To contribute as a Business Analyst in an innovative, challenging, and rewarding environment that provides opportunities for continuous learning, professional growth, and the enhancement of my skills, with a focus on expanding my knowledge and experience.

### PROFESSIONAL SUMMARY:

- Business Analyst with over 9+ months of experience in the Health Finance and Retail sectors, holding an MBA in Business Analytics. Skilled in data-driven decision-making and business process optimization.
- Collaborated with project stakeholders, subject matter experts (SMEs), and business users to gather and analyze requirements for new applications.
- Proficient in creating key project documentation, including Business Requirement Documents (BRD), Functional Requirement Documents (FRD), Story Maps, Flowcharts, Data Models, Use Case Models, and Activity Diagrams using UML (Unified Modeling Language).
- Experienced in change management, including handling change requests, obtaining approvals, conducting impact analysis, and coordinating with the development team to ensure timely delivery. Managed SLAs to ensure smooth project execution.
- Proven ability to work in an Agile Scrum environment, breaking down requirements into epics, features, and user stories.

**CORE BA SKILLS:** Project Scope Definition and Modelling, Stakeholder analysis and Mapping, Requirement Elicitation, Requirement analysis, Requirement Modelling, Requirement Validation, Requirement management, Requirement documentation, Requirement prioritization, UML, Gap Analysis, Business Impact Analysis, Business Process Improvement, Root Cause Analysis, SWOT Analysis, UAT Testing, Design Thinking.

**SOFT SKILLS:** Communication, Stakeholder management, Leadership, Decision making, Analytical thinking, Critical thinking, Proactiveness, Conflict management, Problem solving.

**CONCEPTS:** Data Analysis, Machine Learning, Artificial Intelligence, Salesforce,HubSpot, SDLC, Web-Development, Database Management System,API

**BA TOOLS:** Jira, Confluence, Draw.io, MS Excel, MS Word, MS Visio, SharePoint

**AGILE SKILLS:** Scrum, Product Backlog Definition and Grooming, User Story Definition,Acceptance Criteria

## TECHNICAL SKILLS:

| Languages | SQL,Python |
|---|---|
| Databases | SQLite/SQL |
| Operating System | Windows, Mac, Linux |
| MS-office Tools | Excel, Word, Power Point, Access, VISIO, Publisher, Outlook |

## PROFESSIONAL EXPERIENCE:

**Company: Girikon**                                                    **April 2024 – Present**
**Role: Business Analyst**
**Projects:**

1. **Notal Vision (Client: HubSpot CRM Integration-Health Sector)**
   - **Role:** Business System Analyst
   - **Tools Used:** HubSpot CRM, Jira, MS Dynamics,Confluence, draw.io, UAT, Agile methodology.
2. **Dudley Ventures (Client: HubSpot CRM Optimization-Finance Sector)**
   - **Role:** Business System Analyst
   - **Tools Used:** HubSpot CRM, Jira, Confluence, draw.io,UAT, Agile methodology.
3. **Abhaya International LLP (Client: Salesforce Sales Cloud Implementation-Retail Sector)**
   - **Role:** Business Analyst
   - **Tools Used:** Salesforce Sales Cloud, Jira, draw.io,UAT, Agile methodology

**Responsibilities:**
- Gathered and analyzed business requirements from clients to ensure project alignment with their needs and objectives.
- Decomposed high-level business and user requirements into detailed technical requirements and specifications.
- Managed tasks and tracked progress on the Jira board, including creating and modifying user stories, overseeing sprint progress, and resolving bugs.
- Conducted User Acceptance Testing (UAT) to validate system functionality, performance, and user requirements, and coordinated with end-users for seamless execution.
- Implemented client-suggested validations and quality checks to ensure consistent project execution and system reliability.
- Developed and maintained documentation such as Business Requirement Documents (BRD), Functional Requirement Documents (FRD), SRS, SOP, process flowcharts, and data models to streamline processes and facilitate communication.
- Prepared and distributed Minutes of Meetings (MOM) to capture key discussions, decisions, and action items for team alignment.
- Collaborated closely with the QA team and developers to clarify functionality, resolve issues, and identify defects for improved system performance.
- Created custom objects, properties, reports, and dashboards within HubSpot CRM for efficient data management, system customization, and data-driven decision-making.
- Provided end-user training sessions to ensure effective system adoption and utilization.

- Assisted in data migration, ensuring smooth transfer of data from legacy systems to new platforms, maintaining data integrity and consistency.

**EDUCATION:**
**Degree:** Masters of Business Administration (MBA), Business Analytics
**College:** Jaipuria Institute of Management | 2022-2024
**GPA:** 7/10

**Degree:** Bachelors of Computer Applications (BCA), Computer Applications
**College:** GLA University | 2018-2021
**GPA:** 7.5/10

**CERTIFICATIONS:**
- HubSpot Marketing and Sales Certified - Nov 2024
- Agile Project Management by Google (Coursera) - May 2024
- Tableau Advanced by Tableau e-Learning - April 2022
- Data Analysis with R Programming by Google (Coursera) - March 2022
- Business Analyst and Digital Media by ISB (Coursera) - July 2021

**ACHIEVEMENTS:**
- **AI Agent Force:** Created AI Agent-Force on Salesforce
- **Superbadge**: Business Administration Specialist by Salesforce Trailhead - 15 October 2024
- **2nd Position**: Data Analysis Hackathon, Jaipuria Institute of Management, Ghaziabad - January 2023
- **Vice President**: IT and Analytics Club, Jaipuria Institute of Management, Ghaziabad
- **Campus Ambassador**: Coding Ninja and Internshala, GLA University
- **4\*** in SQL on HackerRank
- **Case Study**: Solved using SQL, Python, and Tableau on upGrad.