Hi Srinath – As discussed – WPQ & Resume has to be modified by Vijay.

The job title has to be changed **as “Information Systems Analyst”.**

**2171- Information Systems Analysts & Consultants**

Information systems analysts and consultants analyze systems requirements, develop and implement information systems development plans, policies and procedures, and provide advice on a wide range of information systems issues. They are employed in information technology consulting firms and in information technology units throughout the private and public sectors, or they may be self-employed.

**Main duties**

The following is a summary of the main duties for some occupations in this unit group:

* Information systems business analysts and consultants confer with clients to identify and document requirements, conduct business and technical studies, design, develop, integrate and implement information systems business solutions, and provide advice on information systems strategy, policy, management, security and service delivery.
* Systems security analysts confer with clients to identify and document requirements, assess physical and technical security risks to data, software and hardware, and develop policies, procedures and contingency plans to minimize the effects of security breaches.
* Information systems quality assurance analysts develop and implement policies and procedures throughout the software development life cycle to maximize the efficiency, effectiveness and overall quality of software products and information systems.
* Systems auditors conduct independent third-party reviews to assess quality assurance practices, software products and information systems.

**Important note**: Project yourself as an individual contributor and **do not** mention any of the below points in your Job duties

·       **Plan, organize, direct, control and evaluate the operations of information systems and electronic data processing (EDP) departments and companies**

·       **Develop and implement policies and procedures for electronic data processing and computer systems development and operations**

·       **Meet with clients to discuss system requirements, specifications, costs and timelines**

·       **Lead, Assemble and manage teams of information systems personnel to design, develop, implement, operate and administer computer and telecommunications software, networks and information systems**

·       **Control the budget and expenditures of the department, company or project**

* **Associate should not project himself/herself as a Software Developer, Designer or any Architectural role.**

·       **Recruit and supervise computer analysts, engineers, programmers, technicians and other personnel and oversee their professional development and training.**

PFB The sample JD of **2171 – Information Systems Analyst & Consultant:**

**Also do not replicate the below JD – This is provided only for reference purpose.**

·         Gather sufficient relevant information to ensure that functional requirements are presented in a manner that enables the project to prepare functional specifications describing the nature in which the requirements will be met

·         Requirements gathering, Scope definition, Requirements documentation, Interfacing business system, Requirement Management & Specification detailing  by liaising with a range of people including users, business architect and any business stakeholders impacted by the solution implementation, drawing together information needs across a distributed organization.

·         Provide business solution to Application Management or Custom Software Development (CSD)

·         Work closely with the test team members to ensure that the product meets the agreed requirements and to ensure that the product is fully tested

·         Ensure all functional specifications are maintained throughout the life of the project.

·         Provide assistance and contributions to other team members providing all necessary supporting documentation.

·         Participate in test support activities in resolution of solution defects and development of workarounds.

·         Entry-level to mid-level consulting position (individual contributor)

·         Work as a self-reliant analyst who has mastered in delivery  methodologies (Agile/ Waterfall)

·         Initiate and maintain client relationships

·         Monitor task planning and assignment

·         Coordinate "Change Readiness" activities

Please let me know for any queries.

Thanks & Regards,

Jenniffer Ferdinands

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