# Amritansh Saxena New-Delhi [asaxenapro84@gmail.com](mailto:asaxenapro84@gmail.com) +91-9999084576 B.Tech [CSE], PGDM [Marketing & IT]



**Professional Summary: Total Experience (7 years) as a Business Analyst**

* A Successful Business Analyst with experience of around 6 years in Business analysis, requirement Gathering, Requirement Tracing, Solution architecture, design and implement,  
  Also acted as a core member for designing Project development strategies to improve Project Quality & project outcome.
* I am expert in Determining the business needs through reading, documentation and interactive sessions with clients and provide solutions in the form of new or enhanced IT applications
* Experience in Designing & developing Proof of contents and conducting demo sessions to the clients & providing Mockups(Pre Solutions Interactive App Mocks),USE CASE, Report Mockups, Data Flows, Work Flows etc.
* Expert in designing BRDs, FSD, SRS, Traceability Matrix, WBS & Other business Documents as per the Project & Client Need.
* Assist in sizing, resource estimates, scope and requirements for a variety of projects.
* Efficient Project Team Management & effective Communication skills for maintain enthusiastic & live environment.
* Responsible for the day-to-day operations of the project, reporting periodically to the clients and coordinating with client and On-site team.
* Effective in working independently and collaboratively in teams as per the work need.
* I have proven successes in strategic Project Manager planning, Consulting, project management and improving efficiency of Business operations through working on cross-functional business team assignments
* I am good in data modeling (UML, Use Cases, and Activity diagrams).
* In addition, I have a good experience in Business analysis ,Managing team, Conducting Requirement workshops, end-user interaction, and understanding As-is-Business, creation of As-IS and To-Be process maps, envisioning the solution for the TO BE system.
* Honored with highest level of computer literacy.
* Demonstration of SharePoint Sites/Solutions to the clients and Partners.
* Accessing Customer queries providing supports by various means to customers.
* Expert in interacting with top executives while all types of communication.
* Maintained & handled service queries queues in various customer feedback operations support system.
* Expert in consulting various custom developments for various products in SharePoint & other Microsoft (.net Environment) area to customer in order to make .net a best suit for their existing or upcoming business operations.
* Expert in Database architecture work, worked on MSSQL, Designing basic and Advance Project Backend Structure , database Query Format, timely updation & Backup.

**Key Skills:**

**Business /System Analysis {Documentation}:**

* Requirements gathering and analysis, Technology design & Design and architecture, Business Requirement Document (BRD) and Functional Requirement Documents (FRD), WBS, SDLC,Agile, User and technical training, solution development & presentation.
* Prepared Requirement Work Plan and Requirement Traceability Matrices for better estimation of project scope and deliverables.
* Review and preparation of Test Cases, Test scenario and assisted in UAT.
* Good Knowledge in SDLC Methodologies like Waterfall and Agile.
* Conduct walk through for various teams based on the business requirements.
* Assist various teams in setting up of new environment for project deployment purpose.

**Client Technology:**

* Windows, MS Office-2007/10/13,MS Visio ,MS-Project 2007,MS-Access, MS SQL,VB.net, ASP.net, ADO.net, C#, Java Script , Primarily interested in providing solutions in areas of Enterprise Portals, Workflows and Collaboration predominantly using Microsoft technologies with products like SharePoint Server, InfoPath & Office 2007, etc. , WSS 3.0,MS exchange 2010/13, Active Directory, Office 365 Migration Architect

**Office Manager Work:**

* Preparation & Process Periodically Executive Work Summary & KRAs.
* Client work justification & SLA Management.
* Client Payment Cycle Management & Regular Payment Related Emails remainders.

**Soft Skills:**

* Good communication and coordination skills.
* Ability to work with stakeholders across multiple geographies (US, UK, Australia).

**Educational Qualification**:

* B.Tech in 2005 (CSE) From UPTU.
* PGDM2010 (Marketing & IT) Apeejay School of Management, New Delhi.

**Work Experience Summary:**

* Worked with Kairaus Software as a Sr. Executive [Corporate Projects] in 2010-11
* Worked with i-world Solutions as Solution consultant [Corporate Projects] in 2012-15.
* Working with S-Beta technology as a Business Analyst since July 2015.

Amritansh Saxena