**KUMAR GAURAV**

1. **Name of employee: Kumar Gaurav**

**Contact Details:** [kumargaurav.1915@gmail.com](mailto:kumargaurav.1915@gmail.com) **; +919304143256**

1. **Designation: Business Analyst**
2. **Areas of Expertise (Specific):**

* Project Monitoring & Management
* Project Implementation & Coordination
* Proposal Writing
* Document Writing & Reporting
* Technical Writing & Proofreading
* Requirement Gathering for web application
* Functional Requirement Specification(F RS), Software Requirement Specification(SRS), Detailed Project Report( DPR)

1. **Date of Birth:**15April 1991
2. **Total Years of Experience:** 5 years Plus
3. **Nationality:** Indian
4. **Educational Qualifications:-**

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| **S. No.** | **Degree Obtained** | **Institution** | **Dates** |
| 1 | Bachelor of Technology(ETC) | DR. MGR educational and research institute, Chennai | 2009-2013 |
| 2 | Intermediate (12th) | J.A.C Ranchi | 2007-2009 |
| 3 | High School (10th) | I.C.S.C, New Delhi | 2007 |

1. **Technical Skills:**

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| 1 | Web Technology | HTML, XML, CSS, Php, JavaScript |
| 2 | Ms-Office | Word, PPT, Excel, Access |
| 3 | Analysis Tools | Google webmaster, Google analytics |

1. **Key Qualifications:**

Over 5 years of experience in Project analysis, documentation, reporting, coordination, monitoring and Implementation & Support of application.

* Presently working as a Business Analyst in Private based Government Department, Maintaining a Project of Ministry of Revenue and Land Reforms Department for monitoring and establishing its services.

As a Team Lead, Kumar Gaurav has been responsible for the following:

* Survey of Project – Estimation of Desired specification by User with proper documentation.
* Technical Specification – to match with the client requirement and suggesting them for latest technologies.
* Estimation of cost- estimating whether the project comes under the sectioned cost or not.
* Management of project – insuring all the requirement of project is fulfilled.
* Arrangement of Meeting- arranging the meeting for getting the status of work and redressal of problems if any, finding recommendations & suggestions to improve the project.
* Collecting feedback from user department and incorporate.
* Submission of Reports and site certification.

1. **Professional Certifications:** 
   1. Tools: Bugzilla,Jira
   2. Operating system :windows xp /win 7/ win 8/ win 10
   3. Database Management system
2. **Countries of Work Experience:** India
3. **Employment Record:**

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| From/To | 2014 to 2015 |
| Employer | IBM Daksh Concentrix India Pvt. Ltd. |
| Client | In House Project |
| Position held | Executive Associate |

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| From/To | Jan 2015 to 2017 |
| Employer | Soft Vally E-solutions Pvt. Ltd. |
| Client | In House Project |
| Position held | QA Engineer |

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| From/To | May 2017 till present |
| Employer | SBC Exports Ltd |
| Position held | Business Analyst |

**Personal Information:**

Father’s Name : Shri Ranjit Tiwary

Permanent Address : H No- 29, Rakhabani More Near Kali Mandir, Dumka.

Pin-814101

Nationality : Indian

Date of Birth : 15/04/1991

Gender : Male

Marital Status : Un-Married

Leisure time activity : Cricket, Listening Music, Net surfing, Travelling

Strength : Incorruptibility in working areas, rigid workability with team,

Stiff & trustworthy calibre, Quick learner

Declaration:

I declare that the information and facts stated above are true and correct to the best of my knowledge and belief.

Date: Signature

Place: Dumka [Kumar Gaurav]