

ARPIT GOEL

IT -Business Analyst

Mobile: +91-8266804340, 7017342957

Email ID: arpitgoel297@gmail.com

LinkedIn ID: www.linkedin.com/in/arpitgoel297@gmail.com

Introduction

I am a Professional Business Analyst with more than **2.6 years** of working experience in handling Multiple IT Projects and have strong technical & analytical Skills. I can take challenges and push Boundaries to achieve future goals with strong dedication & Excellence

Academic Credentials

S. No	Qualification	Collage/ School	University	Passing Year
1	M.B.A (IT)	Bundelkhand Institute of Engineering and Technology (BIET JHANSI)	A.K.T.U LUCKNOW	2022
2	B.TECH (C.E)	Bharat Institute of Technology, Meerut	A.K.T.U LUCKNOW	2016
3.	12 th	Meerut Public School, Meerut	CBSE BOARD	2012
4.	10 th	Meerut Public School, Meerut	CBSE BOARD	2010

Total Work Experience - Above 2.6 years

- **Present Company-** MAXTRA Technologies Private Limited, Sector 67, NOIDA (U.P)
- **Job Profile-** Consultant Business Analyst (BA)
- **Time Duration-** From June 2023 to Present
- **Current CTC-** 3.50 LPA

- **Previous Company-** BINPLUS Technologies Private Limited, Jhansi
- **Job Profile-** Business Analyst (BA)
- **Time Duration-** From June 2022 to May 2023

Type of Projects Handled- Multiple IT Projects (100+)

- Specialized in Handling Customized MLM Software (UNILEVEL & Binary Plan)
- Specialized in handle Dynamic websites - College Educational site, business etc.
- Working experience on Mobile application - User application & admin panel
- E-commerce, Food delivery related Users apps with admin panel

Strength/Key Skills

- ✓ Excellent Communication & Presentation skills (Written & Verbal)
- ✓ Analytical, Logical thinking & Problem solving ability.
- ✓ Good Managerial & Organizational skills with strong administrative knowledge
- ✓ Multi- tasking, Multi- talented & result-oriented person.
- ✓ Sincere, Responsible & dedicated person

Roles & Responsibilities-

- ✓ Requirement Gathering & prepare documentation for IT Projects
- ✓ Understand & analyze Business Requirements and provide better IT solutions
- ✓ Exposure of handling both Domestic & International clients
- ✓ Participate in Project Planning & Project Management
- ✓ Meetings with Client for project discussion & resolve their problems
- ✓ Responsible for smooth delivery of IT projects within the specified timeline
- ✓ Email Drafting & Update to client through multiple channels
- ✓ Proper Coordinate with Technical team to resolve their queries
- ✓ Make Project Reports & update on the regular basis
- ✓ Proper UAT before deliver things to the client.

Technical Skills

- Excellent in working with MS Office docs (Excel, word File) & Google drive
- Working excellence in preparing Project documentation such as BRD, FRS & WBS etc.
- Knowledge of using CRM Software (Used for Project Handling & Management)
- Proficient in Email Drafting, Documentation & Reporting work

Achievements

- **Awarded as *Best Employee of the Month award- for September 2022***

Certifications/Courses

- Online Certification of “Introduction to Data Science” from UDEMY.
- Certificate of Office Automation & Advance Excel from NAV Bharat Institute of Technology (NBIT), Meerut
- Attend Live workshop for MS office using Chat GPT & AI tools

Personal Details

- Permanent Address : 511/1, PHOOL BAGH Colony, Meerut (U.P)
- Date of Birth : 29-07-1995
- Languages Known : English & Hindi
- Marital Status : Married
- Hobbies : Travelling & Photography

Declaration

I “**ARPIT GOEL**” hereby declared that all the above mentioned details are Correct to the best of my knowledge & belief.

Date

(ARPIT GOEL)

Place: Meerut