

Aditya Kumar

Business Analyst

Contact Information:

Mobile: +91 -8130059935

Email: kaditya.iilm92@gmail.com

Current address: Greater Noida extension, Uttar Pradesh (201308)

Summary:

- Results-driven Business Analyst with over 3 years of experience in analyzing data, optimizing processes, and facilitating strategic decision-making. Acted as liaison between the client business units and IT solutions and led the business requirements gathering process to elicit the needs of the client.
 - Hands-on experience in writing Business Requirements Documents (BRD), Functional Requirements Documents (FRD) based on user requirements, User Stories, Use-cases and Use case Diagrams.
 - Modelled process and workflows utilizing UML diagrams like business use cases, system use cases activity diagrams, and process map diagrams.
 - Proficient in Power BI, SQL, JIRA and Excel, with expertise in SDLC cycles and Agile methodologies.
 - Proficient in conducting gap analysis, scope analysis and impact analysis using case diagrams, context diagrams, BPMN and flow charts.
 - Performed quality assurance (manual testing) and user acceptance testing facilitating on-time.
 - Worked with stakeholders and clients to model and document goals.
 - Effective time and team management skills, strong work ethics and taking accountability for all duties and responsibilities.
-

Skills:

Stakeholder Management, Gap Analysis, Business Requirements, Business Process Improvement, Agile & Waterfall Methodologies, Microsoft PowerPoint, Microsoft Office, Change Management, Interpersonal Skills, Fit/Gap Analysis, Problem Solving, Communication, Cross-functional Collaborations, Analytical Skills, User Stories, BRD, Business Analysis.

Technical Skills:

- Data Analysis and Visualization: Proficient in data analysis tools and techniques like SQL, Excel and data visualization tools (Tableau, Power BI).
- Business Intelligence (BI) Tools: Hands-on experience in creating reports on Power BI.
- Basic Programming: Familiar with SWIFT programming language. Can easily be trainable in other languages.

Soft Skills:

- Communication and Presentations, Problem-Solving and Critical Thinking, Interpersonal, Negotiation, Business Acumen.

- Adaptability and Continuous Learning, Collaboration and Teamwork, Attention to detail.

Software:

- JIRA, Figma, Postman, Power BI, Tableau,Sql
-

Professional Experience:

Savant info lab- new delhi

Oct 2023 - Present

Business Analyst

- Translate business requirements into functionality and assess the risks, feasibility, opportunities, and business impacts on various solution options.
- Produced UI sketches, visual designs, workflows, wireframes and other artifacts to be used in the development phase.
- Creating business requirement documents, functional requirement specification documents and involved in development for change requests.
- Led cross-functional teams to analyse and understand enterprise-wide operational impacts and opportunities of technology changes.
- Collaborated to create detailed Sprint/Iteration plans for the project in agile methodology using JIRA.
- Facilitated and managed daily stand-ups, sprint reviews, and retrospectives sessions, planned and participated in 2-week sprint cycles.
- Provided ongoing communication to key stakeholders, including the project sponsor, business project owner, project / program / portfolio manager to ensure they are aware of significant changes which impact requirements delivery against the overall project
- Report on common sources of technical issues or questions and make recommendations to the product team.
- Ensured the highest level of quality is achieved in upgrades, changes, releases, and implementations by supporting the creation and utilization of test environments.
- Developed test strategies and plans, aided in writing specific test cases, and developed transactions to run tests and verify results.
- Constantly devise methods and strategies to improve monitoring, discover issues, and deliver better value to the customer.
- Participated in process re-engineering walkthroughs, brainstorming sessions with stakeholders, subject matter experts, and sponsors by displaying excellent analytical, problem-solving, and decision-making skills.

Savant info lab - New delhi
Associate Business Analyst

Jan '22 - Sept '22

- Managed Smaller Projects which included requirement gathering, testing, training and implementation.
- Assisted established management staff with operational oversight, business development and process improvement strategies.
- Assisted in user story creation including test cases.
- Proposing the system requirements and assisting the Department of Administrative Services (DAS) in the preparation of Request For Proposal.
- Assisted in smooth coordination of client and management.
- Attended daily stand-up calls, conducting Gap analysis, scope definition using techniques like use case diagrams (UML), Context Diagram (Data Flow Modelling).
- Collect data for reports and develop presentations.

Education:

- B.tech(Cse), from Gautam Buddha University, Greater Noida , Uttar Pradesh