# Jancy D

**Business Analyst cum Project Coordinator**

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Madurai - 625007,Tamilnadu, India

## PROFESSIONAL SUMMARY

Motivated and results-driven graduate seeking a challenging position within a large organisation as a **Business Analyst cum Project Coordinator**. Offering a strong foundation in business strategy, data analysis, and project management, with a proven ability to drive efficiency, deliver successful outcomes and collaborate within cross-functional teams.

**Note : Willing to travel to client place for project demo & presentation**

## KEY COMPETENCIES

| | | |
|---|---|---|
| Process improvement | Report writing and presenting | Strong interpersonal skills |
| Data-driven strategic planning | Critical thinking skills | Proactive and self-motivated |
| Cost-benefit analysis | Excellent communication skills | Technical Skills - C, C++, Java. |
| | | Knowledge in BlockChian & AI |

## PROFESSIONAL EXPERIENCE

| | |
|---|---|
| **Blaze Web Services**- Business Analyst cum Project Coordinator | **June 2024 - Present** |
| **Colan Infotech**- Business Analyst | **March 2023 - Feb 2024** |
| **NIIT, Madurai**- Software Trainer cum Business Analyst | **Oct 2015 - Oct 2016** |

**ROLES & RESPONSIBILITIES**

Experienced in business analysis, including **requirement gathering from clients**, gap analysis, and process optimization to ensure project alignment with business objectives & Cost estimation.

Proficient in project coordination, **Task planning**, **resource allocation**, and **project timeline management.**

Strong in building relationships with clients, vendors, and cross-functional teams to ensure project success.

Expertise in process documentation, including **BRDs**, **SRS**, **user stories**, and process flow diagrams, **Wireframe** like Moqups, Balsamiq, Canva, figma for clear project understanding.

Expertise in **Agile methodology**, including daily stand-up meetings, sprint planning, retrospectives, backlog grooming, and iterative development processes & software development life cycle (**SDLC**).

Involved in team collaboration, conflict resolution, and motivational skills.

Effective problem-solver, leveraging critical thinking and root cause analysis for quick issue resolution.

Proficiency with tools like **JIRA**, ClickUp and data visualization platforms, PowerBI, Tableau, Excel, Word

## PROJECTS HANDLED

**1. CaterNote**
Catering Management Website & Software

**2. FocusRo**
Employee Monitoring Website & Software

**3. TeamLease**
HR Management Website & Software

**4. ALA App**
Rider & Driver App

**5. PrintApp**
Photo Frame Ecommerce Website & Software

**6. WeLittle App**
Doctor & Patient Management App

**7. ConnectEC**
Recruiter & Candidate Management Website & App

**8. Knosh Food App**
Food Order & Delivery App

## CAREER HIGHLIGHTS

Managed 4 projects at a time simultaneously, overseeing a **total of 10 projects** from initiation to delivery.

Coordinated and led a team of **50+ developers, designers, and testers**.

**Travelled to client place** for project demo & feature explaination.

Consistently delivered projects on schedule, **earning positive client feedback**.

Received multiple client awards for exceptional project management, on-time delivery, and proactive problem-solving.

## LANGUAGES KNOWN

**Tamil - Read, Write, Speak**

**English - Read, Write, Speak**

**Hindi - Read, Write, Speak**

**Malayalam - Speak**

## EDUCATION & CERTIFICATIONS

**Graduate Java Certification**                                    **2015 - 88 %**

 NIIT, Madurai

**Bachelor of Engineering**                                    **2015 - 75 %**

 Electronics & Communication Engineering

 Madurai Institute of Engineering & Technology

**12th Std**                                    **2011 - 83 %**

 E.B.G.Matriculation Hr.Sec school

**10th Std**                                    **2009 - 89.5%**

 E.B.G.Matriculation Hr.Sec school