ADITI SINHA

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- 3 Years of experience in leading and managing team which includes developers, Testers & Designer.
- High experience in requirement gathering and analyzing and identifying business requirement.
- Recognizing risk/gap areas and covering them before development of products.
- Understanding client requirement and documenting functional / Technical spcs.
- Liaise with design and development team to ensure optimal user experience.
- Cross functional value creation with team to ensure that the requirements are being understood clearly with all stakeholders. Global exposure of working with International clients.

Experience

AUGUST 2023- PRESENT
BUSINESS ANALYST, INFODRIVE INDIA PVT LTD
- Gather and document detailed requirements from stakeholders for new products or feature.
- Analyzing data to identify trend, pattern, and insight that can inform product decision.
- Monitor KPI to track project success. Updated on industry trend or market conditions to provide market insights.
- Identify areas for process improvements and optimizing with the organization.
- Creating use cases and user stories to define product functionality.
- Ensuring clear communication between technical and non-technical team.
- Creating tickets and ensuring process meets requirements, creating documents of project requirements, changes and decision.
- Working closely with stakeholders to gather feedback to meet their requirements, monitor product performance and help plan product strategies.

PROJECTS-
- ➢ Product Led Growth
- ➢ Rule Engine, Existing user OTP mobile verification
- ➢ Volza Blue theme chatbot flow, Mobile responsive design
- ➢ Signup flow feature, Alert email functionality

APRIL 2021 – APRIL 2023
ASSOCIATE BUSINESS ANALYST, CELEBAL TECHNOLOGIES
- Analyzed client's business requirements and processes through document analysis, interviews, workshops, and workflow analysis.
- Engaged with clients to gather software requirements/business rules, and ensure alignment with development teams translated stakeholder requirements into over 10 different tangible deliverables such as functional specifications, user cases, user stories, workflow/process diagrams, data flow/data model diagrams.
- Identified and reconciled errors in client data to ensure accurate business requirements. Draft and maintain business requirements and align them with functional and technical requirements

- Successfully put forward suggestions to strategize the operations such as streamlining the existing business model. Ability to create reports by applying regression and can develop forecasting with different methods like time analysis.

PROJECTS-
- ➢ E-KYC
- ➢ Crop Insurance, New user on-boarding

APPRENTICESHIP

AUGUST 2018 – AUGUST 2019
EXECUTIVE (FINANCE & ACCOUNTS), INDIAN OIL CORPORATION LTD (NRPL)
- Analyze and report data, maintain database, and support management.
- Excel expert: organize data, create dashboard for managerial decision.
- Verify tender files using CA employees IDs on Indian oil portal.
- Manage occurrence and invoice reports via company software.
- Generate daily employee reports and perform basic entries on SAP.

EDUCATION

JUNE 2015 – JULY 2018   **BANGALORE, INDIA**
BACHLEOR OF COMMERCE (B.COM),   BANKING & INSURANCE (65.43 %)
M.S.RAMAIAH COLLEGE OF ARTS SCIENCE & COMMERCE

SEPTEMBER 2019 – JULY 2021   **BANGALORE, INDIA**
POST GRADUATION DIPLOMA MANAGEMENT (PGDM), (FINANCE 80.75%)
RAMAIAH INSTITUTE OF MANAGEMENT STUDIES

SKILLS
- **Management-** Agile project management, corporate negotiation, scrum methodologies, risk management, project coordination. Project life cycle management, JIRA, Azure boards, Azure fundamentals, SQL, SharePoint.
- **Business Analysis-** Requirement analysis, documentation. Project planning, Service now expertise.
- **Documentation-** BRD, FRD, SRS, Use cases, SOW, Proposal doc.
- **Technical tool-** Trello, JIRA, Lucid chart, Advance MS Excel, MS power point, MS word, Visio
- **Data Visualization tool-** Power BI, Power Apps

ACTIVITIES
- Participated as a "Speaker" for the seminar on the Topic "**Employability of Management Graduates-challenges and opportunities: A students Perspective"**
- Certification- PL-900 (Power Platform Certificate)
- Attended the seminar on the topic "VUCA WORLD"
- Interest- Gym, Cooking.
- Attended skill workshop conducted by "VEDH ACADEMY