

Aman Kumar Santoshi

Business Analyst

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PROFESSIONAL SUMMARY

Detail-oriented Business Analyst with over 2 years of experience in analyzing business processes, identifying needs, and implementing effective solutions. Proficient in gathering and interpreting data, creating comprehensive reports, and making actionable recommendations to drive business growth. Skilled in stakeholder engagement, requirement gathering, and project management. Proven ability to streamline operations, optimize workflows, and enhance efficiency across diverse industries.

SOFTWARE SKILLS

- | | |
|------------|------------------|
| ➤ Jira | ➤ MS Excel |
| ➤ Tableau | ➤ MS Word |
| ➤ SQL | ➤ MS Visio |
| ➤ Axure RP | ➤ MS Power Point |

PROFESSIONAL EXPERIENCE

CollegeDekho.com

Business Analyst

Mar 2022 –7 May 2024

- Responsible for creating and maintaining all requirement and project related required documentation - **BRDs, FRDs, Use Case, User Stories** by using tools such as **JIRA**
- Gathering requirement through meetings with stakeholders and conducting requirement **workshops** and **interviews**.
- Created daily, weekly, monthly report by automating data import & report generation process using **Macros & Match Function in excel**.
- Prioritize requirements and visualize the solution through **creating Wireframes**.
- Co-ordinating with cross functional team for clarifying doubts, **test case review and implementation**.
- Ensure issues are identified, tracked, reported on and resolved in a timely manner using JIRA.
- Change Management- take up change request, getting approval, **impact analysis**, maintaining CR log, follow up with development team and ensuing delivery on time
- Experience working in a project environment with Waterfall methodology.
- Organized and participated in all Agile practices daily scrum, iteration planning, **retrospective test driven**.
- Experienced in working in an Agile Scrum environment with ability to break down requirement into epics features and user stories.
- Conducted sprint planning meetings and worked towards defining the sprint items along with the stakeholder.
- Created dynamic **report using INDEX &MATCH** that automatically updated based on changing data, ensuring that reports are always up-to-date.
- Enhanced processes that support international student enrollment and visa management by streamlining visa application and processing, making it more efficient and user-friendly.

Imbrum Innovatives Pvt. Ltd

Associate Business Analyst

Nov 2020 – Dec 2021

- Actively involved in Software Development Lifecycle (**SDLC**) and process - orientated.
- Analysis of business requirement for BRDs & FRDs by participating in brainstorming sessions with senior stakeholder- ensuring all the business use cases are covered
- Provide inputs to assist in determining level of efforts as required by creating **Workflow Diagram and Wireframes**.
- Handling change request, getting approval, impact analysis and follow up with internal stakeholder ensuring delivery on time
- Performed test case reviews and client demonstration, assisted user acceptance testing and gained a deep understanding of customer needs.

EDUCATION

Asutosh College, Calcutta University, Kolkata, India
Bachelor's Of Arts (English)

June 2017 – Aug 2017

EXPERTISE

- Agile Methodology
- Waterfall Methodology
- SDLC Model
- Work Flow Diagram
- Wireframes
- Elicitation Techniques
- Business Documents – BRDs & FRDs
- Gap Analysis
- Communication Skills
- Documentation
- Organizational Skills
- Problem Solving- Ability
- Time Management
- Business Analysis
- Data Analysis
- Data Visualization
- SQL
- Brain Storming
- Tableau
- Sorting, Filtering, Grouping & Data cleaning

CERTIFICATION

- **CBAP** - Certified Business Analysis Professional
- **CCBA**- Certificate of Capability in Business Analysis
- Certification in **Harvard Business Publishing Case Studies for Business Analysis**
- Certification in **Business Analyst Capstone**
- Certification in **Tableau**
- Certification in **SQL**
- Certification in **Agile Scrum Master**