

AMAN KUMAR

SENIOR BUSINESS ANALYST

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PROFESSIONAL SUMMARY

8+ Years of experience in the IT industry. Experienced in lead generation, client engagement, and project lifecycle management, I bridge client needs with project outcomes efficiently. Skilled in business analysis, documentation, and stakeholder communication, I drive project success. Adaptable to methodologies like Waterfall and Agile, I prioritize client satisfaction and business growth. With a solid track record spanning diverse industries, I bring expertise in driving revenue and operational excellence.

AREA OF EXPERTISE

Professional Skills:

- Lead Generation/Bidding
- Client Management
- Requirement Analysis
- Documentation (SRS, BRD, Proposals)
- Wireframing & Prototyping
- Project Planning & Management
- Budgeting & Resource Allocation
- Change Management
- Quality Assurance
- Risk Assessment & Mitigation
- Stakeholder Engagement
- Process Improvement

Interpersonal Skills:

- Communication & Negotiation
- Collaboration & Teamwork
- Adaptability & Flexibility
- Problem-Solving & Critical Thinking
- Time Management & Prioritization
- Customer Focus & Relationship Building
- Emotional Intelligence & Empathy
- Leadership & Initiative

Tools:

- **Project Management Platforms** - ProofHub, Bitrix24, Jira, Zoho, Asana, Monday, Trello
- **Process Modelling tool** - Bizagi
- **UML tool** - Star UML
- **Wireframe** - Pencil, Balsamiq, Figma
- **Diagram creation tool** - MS Visio & E Draw
- **Mindmap tool** - MindMeister

WORK EXPERIENCE

➤ Senior Business Development Executive - Business Analyst

SynapseIndia Outsourcing Pvt. Ltd.

03/2023- 02/2024 | Noida

- Actively seek out and generate leads within the designated marketplace.
- Identify potential clients from the generated leads and qualify them based on defined criteria.
- Engage in discussions with clients to understand their requirements and define project scope through comprehensive communication.
- Analyze client requirements, conduct feasibility assessments, and create detailed documents including SRS, SOW, BRD, FRD, proposals, and presentations.

- Develop project plans, estimate costs, allocate resources, obtain project approvals, conduct project kickoffs, manage tasks using project management tools, monitor progress, implement changes, and facilitate UAT.

➤ Senior Business Analyst

Provis Technologies Pvt. Ltd.

10/2020- 03/2023 | Jaipur

- Drive lead generation efforts and identify potential clients in the market.
- Facilitate client discussions to understand their requirements and define project scopes effectively.
- Utilize analysis techniques such as SWOT analysis to ensure project feasibility and compliance with business regulations.
- Create comprehensive documentation, including SRS, SOW, BRD, FRD, proposals, and presentations.
- Develop wireframes and prototypes to enhance visual clarity and understanding of project objectives.

➤ Senior Project Coordinator

Uplers Solution Pvt. Ltd.

05/2020- 09/2020 | Ahmedabad

- Liaise with clients to gather and analyze requirements, leveraging assigned leads for effective communication.
- Generate comprehensive documentation including SOW, FRD, proposals, and presentations to articulate project scope and deliverables.
- Develop wireframes and prototypes to visually represent project concepts and facilitate stakeholder understanding.
- Create and manage detailed project plans encompassing timelines, resources, and milestones to ensure project alignment and success.
- Coordinate project teams, fostering smooth execution of tasks while maintaining alignment with project objectives and client expectations.

➤ Business Analyst

Dotsquares

12/2018- 04/2020 | Jaipur

- Collaborate with the sales team on assigned leads.
- Engage with clients and stakeholders to gather, analyze, and validate business requirements.
- Document and maintain comprehensive business requirements, use cases, and specifications.
- Analyze business processes to identify improvement areas and propose solutions.
- Collaborate with cross-functional teams to design innovative solutions aligned with organizational goals.

➤ Business Analyst

LogicSpice Consultancy Pvt. Ltd.

06/2017- 10/2018 | Jaipur

- Utilize platforms like Upwork and Freelancer for client and project identification.
- Actively engage with clients through messaging, proposals, and bids for new opportunities.
- Gather and analyze client requirements to assess the feasibility and scope of projects.
- Create tailored proposals and presentations outlining project details, timelines, and pricing.
- Collaborate with cross-functional teams for seamless project handover and stay updated on industry trends and best practices.

➤ Business Analyst

WDP Technologies Pvt. Ltd.

10/2015- 05/2017 | Jaipur

- Utilize platforms like Upwork, Freelancer, and others to discover potential clients and projects
- Engage with clients through messaging, proposals, and bids to secure new business
- Analyze client requirements to determine project feasibility and scope
- Tailor compelling proposals and presentations outlining project details, timelines, and pricing
- Adapt to changing market conditions and client preferences while demonstrating flexibility and resilience

EDUCATION

➤ Bachelor of Technology in Computer Science Engineering (2011-2015)

UNIVERSITY:- Suresh Gyan Vihar University, Jaipur (Rajasthan)

SCORE – 6.6 CGPA

CERTIFICATION AND COURSES

➤ Business Analyst Certification

Reference Number: 10429151 (Completing the Business Analyst Test provided by Pro5. Ranked In the Top 5% Professional.)

➤ Master Business Analysis Training

IIBA EEP Number: E48462 (IIBA Professional Development (PD) Hours Awarded: 35)

Which focuses on tasks and techniques involved under 6 different Knowledge Areas as per BABOK v3 published by IIBA.

➤ Complete Business Analysis Course

The Complete Business Analysis Course by Mauricio Rubio on Udemy offers comprehensive training in essential business analysis skills, equipping students with the knowledge and certification for professional advancement in the field.

BONUS PROFICIENCIES

➤ Domain Knowledge

- Retail/E-Commerce
- Service Provider and Booking
- Social Network
- Travel and Tourism
- Productivity and Tools
- Finance
- Educational