Amit Kumar

BUSINESS ANALYST

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SUMMARY

As a seasoned Business Analyst with 5+ years of experience, I excel at supporting business software solutions and improving operations to foster success. My drive for excellence and self-motivation are key to my success, as is my ability to quickly learn and adapt to new situations. I am proficient in agile methodology, solution design and testing, and possess a comprehensive understanding of business domain knowledge. My particular area of expertise lies in Human Resource Integrated Systems, including Vendor Management Systems

SKILLS AND TECHNOLOGIES

- Proven analytical and problem-solving skills
- Strong communication and presentation skills
- Ability to manage multiple projects and priorities and able to streamline Grant Process.
- Strong business acumen and understanding of business processes
- Ability to understand and document business requirements
- Ability to create process flows and diagrams
- Strong facilitation and negotiation skills
- Ability to lead and work in cross functional teams
- Understanding of software development lifecycle
- Understanding of data analysis and reporting tools
- Ability to create process flow diagrams
- Ability to create user stories
- Ability to create functional specifications
- Ability to create wireframes
- Ability to work with developers to ensure technical implementation of requirements

EXPERIENCE

Senior Business Analyst

Cliffminds, Noida *Jul 2020 - Present*

- Analyzed key aspects of business to evaluate factors driving results and summarized into presentations.

- Prepared various documents while managing projects such as Business Requirement Documents (BRD), Project Scope, Project Plan, Functional Requirement Documents (FRD), Change Request, Resource register.

- Gathering functional /non-functional requirements documents using cases and test plans from product definitions.

- Also Involved in collecting and documenting requirements from stakeholders and Grant managers regarding Grant Objectives.

- Support the design, build and deployment of IT solutions in SDLC.

- Monitor Grant Activities from Intake of application to fund disbursement to ensure Compliance with Funding Client regulations, Requirements and audit standards.

- Strong listening and interpretative skills for facilitating understanding of issues and solution designs.

- Ensuring communication with all stakeholders and bridging the gap between management, developers, and stakeholders.

- Analyze and ensure smooth and effective coordination of process to streamline it from Intake to Disbursement in entire Grant Lifecycle.

Associate Business Analyst
Coditro LLP, Noida *Mar 2019 - Apr 2020*

- Gathering, translating, and documenting requirements from various stakeholders for enhancements to existing systems or business processes.

- Producing clear Business and Technical specifications via user stories, BRD, FRD etc

- Assisting in Brainstorming and data gathering workshops by collaborating with various stakeholders from different business units to ensure complete requirements can be gathered for Technology partners and other parts of the business.

- Assisting team to produce clear and concise Business Requirement Document by gathering all information firsthand and performing various alternate analysis.

- Preparing User stories and test cases for User Acceptance Testing and Pilot testing to ensure desired Project outcomes are being achieved.

Tele Marketing Agent (Business Developer)
Just Dial Pvt Ltd Sector 15, Noida *Feb 2018 - Mar 2019*
Present the business offering and explain benefits of the brand to the prospective clients.

- Provide a demo and explain the advantages and features of the services.

- Collect qualitative business information of the business enterprises he/she visits and explain how the same would be represented to the users of Justdial.

- Explain the contract, its features, tenure and all terms and conditions to the customer in detail.

- Answer the queries raised by the customers.

- Ensure that the contract cheque is cleared, and the account of the client is activated within Justdial.

- Adhere to the compliance and policies set by the department.

EDUCATION

B.Sc.
MJPR University *Sep 2015 - Sep 2018*

PGDM+PGPM
IBMR Gurgaon affiliated to IIM Calcutta *2019 - Sep 2021*

12th
CBSE BOARD *Sep 2013 - Sep 2015*

LANGUAGES

English ● ● ● ●   Hindi   ● ● ● ● ●