

ANJALI SINGH

BUSINESS ANALYST

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9939052612



Delhi, India



EDUCATION

B. Tech – Computer Science & Engineering

Degree from IIMT COLLEGE OF ENGINEERING
Under AKTU Lucknow (Secured 72.3%).

08/2018-08/2022

Greater Noida

SKILLS

- ✓ BRD, SRS, FRS, Documentation
- ✓ SQL, Power Bi, Tableau,
- ✓ JIRA, Agile Methodology
- ✓ Learning Python
- ✓ Flow Chart Diagram
- ✓ Use Cases, User Manual, User Stories
- ✓ Requirement Gathering
- ✓ Excel/Google Sheets
- ✓ Google Analytics
- ✓ Microsoft Visio
- ✓ PowerPoint, MS Office
- ✓ Oral and Written Communication
- ✓ Attention to Details, Statistic Analysis
- ✓ Business Management Creative

INTREST

- Writing
- Adventure

WORK EXPERIENCE (1 Year 10 Months)

➤ BUSINESS ANALYST

- Team Computers Pvt. Ltd. (21 Nov 2022-Present)

- ✓ Worked on Documentation part BRD, FRD.
- ✓ Assisted with the management and support of Integra's Business Intelligence tools and reporting efforts.
- ✓ Created user story acceptance criteria to achieve buy-in from stakeholders, and refined stories with Scrum teams
- ✓ Designed workflows and operations charts, documenting existing procedures.
- ✓ Collaborated with seniors to update requirements and scope, and assisted in client/stakeholder meeting
- ✓ Documented business processes and operating procedures for an early-stage startup
- ✓ Researched and presented to stakeholders, obtaining approvals for requirements and changes.
- ✓ Improved project delivery time by facilitating the adoption of Rally for project management.
- ✓ Worked on Microsoft ERP (Business Central).
- ✓ Analyzed and optimized 100% of queries and reports for prime performance.

➤ Business Analyst Trainee

- Sdlc Infotech Private Limited (03/2022-07/2022)

- ✓ Make Documentation on MS-word (BRD, SRS, Proposal)
- ✓ Connect with clients for requirement gathering
- ✓ Analyzing website for making user manual

➤ Associate Analyst

- Wipro (01/2022-03/2022)

- ✓ Worked on SQL
- ✓ Connect with clients for requirement gathering