

ARPIT GOEL

Business Analyst

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Career Objective

I am a multi-talented & skilled Business Analyst that having more than two years of professional experience with strong technical & analytical Skills. My objective is to achieve career goals through our knowledge & skills and to make the business more profitable & sustainable

Academic Credentials

S. No	Qualification	Collage/ School	University	Passing Year
1	M.B.A (IT)	Bundelkhand Institute of Engineering and Technology (BIET JHANSI)	A.K.T.U LUCKNOW	2022
2	B.TECH (C.E)	Bharat Institute of Technology, Meerut	A.K.T.U LUCKNOW	2016
3.	12 th	Meerut Public School, Meerut	CBSE BOARD	2012
4.	10 th	Meerut Public School, Meerut	CBSE BOARD	2010

Total Experience- Above 2 years

- **Present Company-** MAXTRA Technologies Private Limited, Sector 67, NOIDA (U.P)
- **Job Profile-** Consultant Business Analyst (BA)
- **Time Duration-** From June 2023 to Present
- **Current CTC-** 3.30 LPA

- **Previous Company-** BINPLUS Technologies Private Limited, Jhansi
- **Job Profile-** Business Analyst (BA)
- **Time Duration-** From June 2022 to May 2023

Roles & Responsibilities-

- ✓ Understand & Analyze Business Requirements and provide better comprehensive solutions
- ✓ Manage Both Domestic & International clients
- ✓ Requirement Gathering & prepare documents as per project requirements.
- ✓ Email Drafting & Update to client on the regular basis
- ✓ Take proper follow up with client & technical team
- ✓ Conduct Meetings with Client for the discussion & demo of the software
- ✓ Proper coordinate with technical team to resolve their issue
- ✓ Make Project Reports & update them on regular basis
- ✓ Testing the work quality before deliver things to the client.

Technical Skills

- Excellent in working with MS Office docs (Excel, word file) & Google drive
- Knowledge of Chat GPT, AI tools & other Microsoft office Tools
- Knowledge of using CRM Software (Used for Project Handling & Management)
- Proper Knowledge of Documentation, Email Drafting & Reporting work

Achievements

- **Get Salary appraisal for outstanding Performance from MAXTRA technologies**
- **Awarded with *Best Employee of the Month award- for September 2022***

Type of Projects Handled

- Specialized in handling- Dynamic websites & Customized MLM Software
- Specialized in handling Government projects- College Educational site, business etc.
- Mobile app related projects- User application & admin panel
- Knowledge of Trading website with admin panel
- E-commerce, Food delivery related Users apps with admin panel

Strength/Key Skills

- ✓ Excellent Communication & Presentation skills (Written & Verbal)
- ✓ Analytical, logical thinking & Good Problem solving ability.
- ✓ Good managerial & organizational skills with strong administrative knowledge
- ✓ Multi- tasking, Multi- talented & result oriented person.
- ✓ Sincere, Responsible & dedicated person

Certifications/Courses

- Online Certification of “Introduction to Data Science” from UDEMY.
- Certificate of Office Automation & Advance Excel from NAV Bharat Institute of Technology (NBIT), Meerut
- Attend Live workshop for MS office using Chat GPT & AI tools

Personal Details

- Address : 511/1, PHOOL BAGH Colony, Meerut (U.P)
- Date of Birth : 29-07-1995
- Languages Known : English & Hindi
- Marital Status : Married
- Hobbies : Travelling, Photography & Internet surfing

Declaration

I “**ARPIT GOEL**” hereby declared that all the above mentioned details are Correct to the best of my knowledge & belief.

Date

(ARPIT GOEL)

Place: Meerut