

ARPIT SHARMA

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Mayur Vihar Phase1, Delhi

PROFILE SUMMARY

Solutions driven, enthusiastic business analyst with 2 years of experience boosting support business solution software and analyzing business operations. Experienced in building various Business-Related Documents, working as a Business Analyst. Currently Seeking opportunities to use analytical skills and strong people management skills to create cost-effective solutions and improve efficiency.

PROFESSIONAL SUMMARY:

- Worked on eCommerce, Education, Case management etc domain.
- Core knowledge and well experienced with product.
- Prepared various document while managing project such as Business Requirement Documents (BRD), Project Scope, Project Plan, Functional Requirement Documents (FRD), Change Request.
- Involved in all stages of Software Development Lifecycle (SDLC) in management like assigning task etc.
- Experienced with Agile Methodologies (Scrum).
- Experienced in making User Stories and maintaining the Product Backlog.
- Developed strong Interpersonal skills, with a focus on rapport-building, listening and questioning skills. Adept in client facing activities and communicating with multiple stakeholders.
- Expertise in preparing Requirement documents using MS Excel, MS Word, Wireframes and Prototypes.
- Strong understanding and working experience of Functional and Non-Functional requirements.
- Excellent analytical, quick learning and problem-solving skills with a desire to work in a team-oriented environment.

SKILLS

- Business Requirement Document
- Functional Requirement Document
- Stakeholder Management
- Client Relationship
- Jira
- Experienced with Lucid Chart and Figma for Wireframe diagrams
- MS Excel: Word, Excel, PowerPoint
- Data analysis
- Pivot Table
- Agile, Scrum, Kanban
- User Story, Sprint, Product Backlog

- SQL
- Data Cleaning
- Data Wrangling
- Data Visualization
- Power BI
- Problem Solving

PROFESSIONAL EXPERIENCE

Business Analyst

Nov,2023-Present

Associate Business Analyst

Oct,2021-Nov,2023

Business Analyst Internship

May,2022-Oct,2022

(Impact Tech Solutions, Noida)

- Worked on especially in eCommerce domain and case management.
- Involved in full software development lifecycle from requirement gathering to delivering the project to the stakeholders.
- Ensuring communication with all stakeholders and bridging the gap between client, management, developers, and stakeholders Interact with the client, stakeholders and end user to gather data for requirement analysis.
- Experienced in Agile methodology Participated in Stand-Up Meetings and Scrum Meetings/Ceremonies.
- Involved in Preparation of various documents like BRD, FRD, User Story, Use cases and test cases.
- Created Wireframes based on the requirements.
- Maintaining hold on the projects to deliver it at within the given time.
- Work on documentation of requirements, testing of the various interfaces as applicable and maintain other project management documentation.
- Used JIRA as a business Intelligence tool to keep track of the Software Development Life Cycle (create, customize, configure bugs, projects, roadmap, tickets).
- Utilized pivot tables, charts and macros to gather and manipulate data.
- Skills – JIRA, Kanban, Scrum, Agile, BRD, FRD, Use Case, Test case, Pivot Table, Figma.

EDUCATION

- Completed MSCMACS: M.Sc (MATHEMATICS WITH APPLICATIONS IN COMPUTER SCIENCE) from Indira Gandhi National Open University, Delhi in 2024.
- Completed BSc with Mathematics from Government College, Daultpur Chownk in 2019.
- Completed Senior Secondary from Sri Guru Harkrishan Public Sr. Sec School, Talwara in 2016.
- Completed Matriculation from Sri Guru Harkrishan Public Sr. Sec School, Talwara in 2014.

PROJECTS:

- **HR Analytic Dashboard by using Power BI**
Help an organization to improve employee performance and improve employee retention (reduce retention) by creating a HR Analytic dashboard.
- **Madhav Ecommerce sales**
Owner of Madhav Store want us to help them create a Dashboard to track and analyze their online sales across India.
- **Stock Market Analysis Using Python**

Use Python libraries such as Pandas, Seaborn, and Matplotlib to extract and analyze the information, visualize it, and look at different ways to analyze the risk of a stock, based on its performance history.

- **A Study on Indian Youngsters Unemployment and Its Analysis of Causes, Trends and Solutions (Academic Project).**
- **The Effect of Geometrical Ability and Study Habit of Students on The Achievement in Mathematics at Secondary Level in Hoshiarpur (Academic Project).**

LANGUAGES

- English
- Hindi
- Punjabi

CERTIFICATION

- Data Scientist from Edureka
- Python and SQL fundamentals from Edureka
- Tableau from Edureka
- Machine Learning from Edureka
- Deep learning (Basic) from Edureka

ABOUT ME

Name : Arpit Sharma
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Mother's Name : Meena Sharma