# ASHWINI P. CHAPKE

## Business Analyst

apchapke2021@gmail.com | +91 9145189308 | linkedin.com/in/apchapke

## Career Objective

Detail-oriented and results-driven Business Analyst with 1.5 year of experience in Business Analysis, coupled with 2 years of due diligence experience as an Analyst at KPMG India. Adept at leveraging analytical skills and project management tools such as JIRA & Confluence to translate business needs into technical solutions.

## Employment History

**1. KPMG Assurance & Consulting LLP**                  . . . . **(Jun'2019 – May'2023)**

**Designation:** Associate Consultant
**Role:** SME / Business Analyst
**Key Responsibilities:**
**Project: Automation of Manual Process (Employment Verification)**

### As Subject Matter Expert (SME):

- Conducted detailed analysis and documentation of existing manual processes to identify areas for improvement and automation.
- Assisted in gathering and clarifying process-related information from various stakeholders and subject matter experts.
- Collaborated with cross-functional teams to ensure a thorough understanding of current processes and pain points.

### As Associate Business Analyst Responsibilities:

- Assisted the Senior Business Analyst in requirement gathering sessions with stakeholders to define business needs and objectives.
- Helped develop BRD and Functional Requirement Documents (FRD) under the guidance of the Senior Business Analyst.
- Supported the translation of business requirements into technical specifications by coordinating with the technical team.
- Participated in user acceptance testing (UAT) to ensure the automated solution met business requirements & quality standards.
- Acted as a liaison between the client & development teams, assisting in managing stakeholder expectations & project deliverables.
- Monitored project progress, prepared status reports, and helped identify and resolve issues to support timely project completion.
- Assisted in conducting training sessions and creating user manuals to support end- users in adopting the new automated process.

### Skills

- ⊿ **Business Analysis**
- ⊿ **Documentation (BRD, FRD)**
- ⊿ **Requirement Gathering**
- ⊿ **Process Automation**
- ⊿ **Technical Coordination**
- ⊿ **User Acceptance Testing (UAT)**
- ⊿ **Stakeholder Management**
- ⊿ **JIRA, Confluence**
- ⊿ **Problem-Solving**
- ⊿ **Stakeholder Management**
- ⊿ **Project Management**
- ⊿ **SDLC**

### Personal Details

- ⊿ **Add:**
  Bhoomi Orabelle,
  Ravet,  Pune-412101

- ⊿ **DOB:**
  18 Feb' 1994

- ⊿ **Marital Status:**
  Married

- ⊿ **Notice Period:**
  Immediate Joiner

## Educational Details

1. **Bachelor of Science (Computer Science)**  ……………  *RTM Nagpur University,*  *June'2014*
2. **HSC – XII (General Science)**  …………..  ……………  *Maharashtra State Board,*  *May'2011*
3. **SSC – X Class**  ….………..  ……………  ……………  *Maharashtra State Board,*  *May'2009*

## Declaration

I hereby declare that the above-mentioned information is true and to the best of my knowledge.

**Date:**                                                                                                  **Ashwini P. Chapke**