

# Divyanshi Saxena

## Business Analyst

Versatile Business Analyst with expertise in optimizing supply chain management processes and enhancing audit systems in the automobile sector. Proficient in analyzing complex requirements, developing innovative solutions, and creating data-driven documentation to improve operational efficiency across diverse industries. Skilled in translating business needs into technical specifications, resulting in significant improvements in warehouse capacity, picking accuracy, and streamlined audit processes, while ensuring regulatory compliance and stakeholder satisfaction in the automotive industry.

✉ saxena.divyanshi0201@gmail.com

☎ 8929533215

📍 Haryana, Gurugram

🌐 [linkedin.com/in/divyanshi-saxena](https://www.linkedin.com/in/divyanshi-saxena)

## WORK EXPERIENCE

### Business Analyst

SST Infotech Pvt Ltd

03/2024 - Present

Gurugram

#### Achievements/Tasks

- Collaborated with directors in the automobile sector at client's side to understand their audit and compliance needs, effectively communicating with stakeholders at all levels to gather and analyze business requirements.
- Conducted in-depth and gap analysis of existing audit processes, identifying inefficiencies and proposing data-driven solutions to streamline operations.
- Created comprehensive user flows, wireframes, and system requirement documents (FRD, BRD, TSD) for automotive audit management systems, ensuring alignment with industry standards and regulatory requirements, ensuring better understanding among stakeholders and developers.
- Successfully automated core operational activities including audit planning, risk assessments, and reporting processes, resulting in a 30% reduction in audit cycle time for major automotive clients.
- Led requirements gathering sessions and workshops with cross-functional teams to define key performance indicators (KPIs) for audit efficiency and effectiveness in the automobile sector.
- Created and delivered training sessions for end-users on newly implemented audit modules, developing user guides and documentation to support long-term adoption.

### Business Analyst Intern

Isourse Technologies Pvt. Ltd.

07/2023 - 11/2023

Delhi

#### Achievements/Tasks

- Delivered business-driven warehouse management solutions for diverse industries, optimizing SCM processes and developing targeted modules that increased warehouse capacity by 15% and improved picking accuracy by 10%.
- Implemented process improvements and innovative solutions, including barcode scanning technology, resulting in reduced returns, lower processing costs, and enhanced operational efficiency across client operations.
- Created user-friendly wireframes, generated insightful Power BI reports, and effectively communicated with stakeholders to gather requirements, manage development tasks, and ensure client satisfaction and data-driven decision-making.

## EDUCATION

### Bachelor of Technology in Information Technology

Gautam Buddha University

08/2018 - 08/2022

Greater Noida

#### Projects

- Fake news detection
- Music Player

## SKILLS

Requirement gathering

Requirement elicitation

Stakeholder management

Flow charts

Process management

Product development & designing

Process automation

Wireframing

Agile

Priority Management

Documentation

Excel

Power point

SQL

Figma

Draw.io

Clickup

SRS

BRD

FRD

TSD

## ACHIEVEMENTS

Successfully delivered operations activity tracker

*Boosted up productivity of team working on operational aspects of audit vertical.*

Automated and delivered proposal, claims and invoice management

*Received appreciation from key stakeholders for successful deliverable.*

## SOFT SKILLS

Communication



Problem solving



Critical Thinking



Adaptable



Collaborative



Team work



Presentation



Business Acumen



## INTERESTS

Reading

Self Portraits

Sketching