



Jagjeet Singh

BUSINESS ANALYST

ABOUT

Diligent and detail-oriented professional with 3+ years of extensive experience in data analysis and reporting, analyzing IT processes and operational issues. Experienced in solving key process issues, implementing Changes, reporting to management. Exhibits great analytical skills, Well-developed teamwork abilities, and a strong desire to succeed.

CONTACT

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EXPERTISE

Time Management	★★★★★
Communication	★★★★★
Problem Solving	★★★★★
Creativity	★★★★★
Leadership	★★★★★
Report Analysis	★★★★★

RESUME

WORK EXPERIENCE

360 Degree Cloud Technologies

2019- Present

Associate Business Analyst

Started journey from being a Management Trainee to Associate Business Analyst

- Delivering business reports to C-level Executives in the organization for better decision making
- Analyze business requirements and create new processes
- Conducted business process analysis and identified
- Critical issues and gaps for an established organizational process.
- Lead sprint planning and scrum meeting.
- System data refining for the smooth process
- Competitor data analyses
- Helping my reporting manager with SWOT Analysis
- Coordination between end system users and developers
- Created and maintain business requirements specification documents. (BRD, FRD, Flow, etc.)
- Conducted sales performance reviews, strategize and assist sales and account management teams to meet their targets.
- Communicating requirements with technical team to ensure product objectives are meet.
- Work with QA to perform acceptance criteria.

EDUCATION

- GL Bajaj Institute of management and research

2017 - 2019

MBA (Marketing and IB)- 63.68%

- Sri Ram PG college , Varanasi

2014 - 2017

Bachelor of Commerce-54.8%

- Raj English School, CBSE

2013 - 2014

12th Class- 55%

- Raj English School, CBSE

2011 - 2012

10th Class- 52%

KEY ACHIEVEMENTS

- ◆ Successfully trained and on boarded two new employees and acted as the reporting manager
- ◆ Well versed with Salesforce CRM and basic administration functions
- ◆ Collaboration with the Sales team, marketing team, and developers to establish a streamlined business process
- ◆ Directly responsible for providing business reports to CEO for decision making

EXTRA CURRICULAR ACTIVITIES

- ◆ Entrepreneur Awareness
- ◆ N.S.S Camp
- ◆ Corporate Employability Skill

STRENGTHS

- ◆
- ◆ Out of the box thinker
- ◆ Leadership quality
- ◆ Passion for learning
- ◆ Punctual
- ◆ Learn from mistakes attitude
- ◆ easily adaptation to new environment