

JATIN MALIK

CONTACT

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📍 Dwarka, New Delhi, India

SKILLS

- Requirement Elicitation- BRD
- Wireframing
- Flow Charts
- WhatsApp Automation
- Business Analysis
- Data Analysis
- Software Testing, Quality Assurance
- Manual Test Case Preparation
- Databases & SQL
- Use Cases & Test Case Scenarios
- Process Flow
- Product Decks
- Business Presentations
- Client Handling
- Team Training and Handling
- Digital Marketing
- SEO

SOFTWARE EXPERIENCE

- Balsamiq (wireframes).
- Figma (prototyping and designing).
- QDPM, Jira (project management).
- Selenium IDE (test automation).
- Draw.io (flow charts).
- MS Word, Excel, PowerPoint, Outlook, Edge, Clipchamp.
- Google Docs, Sheets, Slides, Sites, Forms.
- Google Analytics, Big Query, Google search Console.
- Bing Chat, Chat-GPT, Midjourney, Dalle-2, Bing Image, Adobe Firefly, Uizard, Tome, WIX, WordPress, etc.

CERTIFICATES

- Jira Project Management
- Business Analytics with Excel
- Intro. To Data Analytics
- Project Management Foundations
- Google Data Analytics

SUMMARY

As a Business Analyst with experience in the dynamic environment of a startup, I have successfully taken on multiple roles to drive business growth. With a strong analytical mindset and attention to detail I have provided actionable insights to optimize operations. Additionally, my experience working closely with cross-functional teams has allowed me to collaborate effectively, streamline processes, and contribute to the overall success of the organization.

WORK EXPERIENCE

TRIAD Technologies Pvt. Ltd. (Aug 2022 – Present)

Business Analyst

- Mapping requirements from client like Dulux, Havells, Ultratech, Amazon. Performing system analysis and finalization of functional specifications and design documents for the project.
- Designing a roadmap for further development and extending post implementation support.
- Informing the client about constraints, assumptions, risks, dependencies, issues, and plan of actions, associated to the projects.
- Customizing processes in line with the guidelines specified by the client, use cases, user journeys, user stories and illustrations.
- Experience in manual and user acceptance testing (UAT).
- Actively involved in various phases of software development lifecycle process in various development methodologies i.e., agile, RAD, big bang.
- Experience in training the end users in accessing the application.
- Mentored interns and freshers.
- Experience in tools like Google Analytics, Google Search Console etc for SEO and handling social media pages of the company.

IETE Delhi (3 Days)- Registration Manager

- Worked on TCS ion operating system to authenticate candidates.

Catamorph Systems (1 Day)- Invigilator

EDUCATION

- **Pursuing MBA** (IGNOU) (Jan 2023- Present).
- **BBA** (DCRUST, Murthal) (Aug 2019 – Aug 2022).
- **10th & 12th** (GBSSS, Dwarka Sec – 3) (2017 & 2019 respectively).