

# Kaushik Siddoju

Personal Information:

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## PROFILE HEADLINE

I am an adaptable MBA Graduate with IIBA Certified Business Analyst with proficiency in Data Analysis, Visualization, Client Collaboration, Stakeholder Analysis, and Requirement Documentation. Transitioned from Data Analysis to Business Analyst domain currently seeking entry-level roles in Business Analysis, to develop expertise and drive impactful growth in business consulting and coordination. Committed to building a long-term career, gaining valuable experience, and making a significant impact in desired field seeking permanent opportunities preferably over contract roles.

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## WORK EXPERIENCE:



**Vistara Informatics Private Limited | Business Analyst | Bengaluru**

*Dec2022 to March 2024, (Contract role)*

### **Domain: Banking Software Development (Enterprise application), Fintech**

- Defined and Documented business requirements, including assisting in the creation of detailed documents like Business Case, BRD, FSD, and User manuals, as well as preparing mock-ups and process flowcharts.
- Utilized tools such as MS-Visio, Excel, Word, and PowerPoint, facilitating efficient project management and communication.
- Modeled Requirements using Business Process Management Tools.
- Dedicated to keeping stakeholders informed and engaged by providing regular updates on project progress through metrics, dashboards, and effective communication channels.
- Assist in conducting stakeholder interviews and workshops to gather requirements.
- Documented user needs, pain points, and expectations for the enhanced application.
- Helped prioritize requirements based on business impact and feasibility.
- Collaborate with designers and developers to ensure the application aligns with user requirements.
- Review test cases to verify they accurately reflect functional and non-functional requirements.
- Participate in User Acceptance Testing (UAT) sessions to provide user perspective and identify usability issues.
- Assisted with defect logging and prioritization based on business criticality.
- Assisted in creating user training materials and documentation for the new application.
- Provided end-user support during and after deployment to address questions and concerns.
- Gathered user feedback after deployment and communicate it to the development team for future improvements
- Maintained clear communication between stakeholders, developers, and end-users throughout the project lifecycle.
- Documented project activities and decisions for future reference.
- Actively learn about internal banking processes and the functionalities of the existing administration application.

**Skills Involved : Requirement Analysis, Technical Documentation , Stakeholder Management, Test Reports documentation,**

**Training material preparation, Communication and Collaboration, Process Modelling.**



**Tata Consultancy Services- payroll CROWN Solutions | IT Analyst - Business Associate | Chennai**

*Apr 2022 to Nov 2022, (Contract role)*

**Domain: Human Resources Software Development**

- Collaborated with stakeholders to define requirements for a Human Resources SAAS application and involved in creation of Talent Acquisition Dashboard within a Canadian investment bank, ensuring alignment with strategic objectives and business needs.
- Utilized Agile methodologies to rapidly develop initial prototypes of the SAAS Software, facilitating swift product review and feedback cycles.
- Engaged in daily Agile meetings with clients to gather iterative feedback on dashboard design, and Report generation, functionality, and product features, ensuring alignment with user expectations.
- Involved in writing User stories( Modelling Requirements)
- Utilized Power BI, Excel, Automation, and SharePoint to determine the insights in Dashboard and foundational framework of the Software.
- Conducted detailed analysis of hiring data using Agile techniques, performing gap analysis, predictive analysis, and identifying trends, patterns, and areas for improvement in recruitment processes.
- Applied Agile practices to facilitate Jira-sprint planning, scrum events, capacity planning, user story estimation, and backlog management, ensuring team efficiency and project progress.
- Ensured data accuracy and visualization integrity by promptly addressing and resolving errors or anomalies through iterative client interactions and feedback loops.
- Implemented Agile-driven data integrity checks to maintain reliable and consistent data quality throughout the development lifecycle.

**Skills and Tools Involved: User stories, process modeling, Stakeholder collaboration, Power Bi, Sharepoint,**



**WIPRO | Senior Associate | Hyderabad |**

*April 2019 to March 2022 (Permanent role)*

**Domain: Finance, Medical Device**

- Created intuitive Power BI Dashboards, Hierarchies, and Drill-down Reports as per client Requirements
- Worked as a Developer in Agile Development Team and also an Individual Contributor in a project.
- Installed and managed Data Gateways for dataset refresh and scheduling.
- Implemented role-based access and Row-Level Security for data confidentiality.
- Cleaned and transformed data using Power Query, established relationships within Power Pivot, and utilized DAX functions for diverse visualizations.
- Published reports on Power BI Server, managed user access, and provided ongoing maintenance and bug fixes.
- Presented multiple visual options to stakeholders, fostering discussions for better insights.

**Skills Involved: Jira tool, Power Bi, Excel, SQL**



**CYIENT, Hyderabad | Jr. GIS Engineer | April 2018 to March 2019**

- Worked in Mapping Navigation and performed Spatial Analysis using Arc GIS

## **CERTIFICATIONS:**

- Certified in Entry Certificate in Business Analysis (ECBA) from the International Institute of Business Analysis (IIBA).
  - Business Analysis Course Completion certificate from LinkedIn.
  - Business Analytics Internship Certificate from Coach X.
  - Business Analyst certificate from Pro5.ai (Mangtas).
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## **KEYSKILLS:**

Data analysis | Business Analysis - Software Development Life Cycle

- Agile Scrum and Waterfall Methodology of working
- Sprint Planning, JIRA Tool (Atlassian), Market Research
- Microsoft Excel, SharePoint, Microsoft PowerPoint, SQL
- Business Intelligence (Power BI Desktop)
- Requirement specification Documentation (BUSINESS CASE, BRD, FRS, FRD, SRS, URS)
- Process Documentation (Specify and Modeling the Requirements) Flowcharts, User stories, Use case story
- Balsamiq, Microsoft Visio, Gantt chart
- Predictive Analysis and Gap Analysis
- Data Attributes (Requirements) Gathering, User Acceptance Testing
- Client collaboration, Stakeholder Analysis, Communication skills (Written and Verbal)

## **EDUCATION AND TRAINING:**

**CoachX.Live, Pune | Business Analytics Course (Study Internship) |**

*May 2023 to November 2023*

### **Achievements:**

- Applied and mastered Business analysis practices, including advanced Excel and analytical skills.
- Executed and received certification for the internship, demonstrating proficiency in business analysis.
- Adeptly navigated and resolved complex business cases and issues, showcasing strong problem-solving abilities.
- Managed and completed Capstone projects, gaining practical experience and applying learned concepts effectively.

**Suresh Gyan Vihar University (SGVU), Jaipur | MBA | Operations Management**

*September 2021 to October 2023*

**Jawaharlal Nehru Technological University (JNTUH), Hyderabad | Bachelor of Technology | Civil**

*June 2012 to June 2016*

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## PROJECTS SUMMARY

### *Roles and Responsibilities:*

#### ***ENTERPRISE APPLICATION DEVELOPMENT***

- Enhancement of an internal administration application for reputed bank, focusing on modernizing the system to streamline operations, improve efficiency, and ensure compliance with regulations.
- Collaborated with stakeholders to gather requirements and define project objectives, guiding the design and development of the application's architecture, user interface, and functionalities.
- Implemented advanced security measures and integration of analytics capabilities to enhance data protection, risk assessment, and decision-making processes within the application.
- Successfully deployed the enhanced application in phases, including pilot rollout and full implementation across multiple bank branches and departments, while providing comprehensive training and documentation for end-users.
- Contributed to ongoing maintenance and support efforts, addressing technical issues, implementing updates, and ensuring the long-term sustainability and effectiveness of the application in supporting the bank's internal operations

#### ***BOM SAAS at Bank of Montreal***

- Assessing the quality, relevance, and alignment of candidate skills and experience with job requirements.
- Evaluating the performance and efficiency of different recruitment channels such as job boards, social media, referrals, etc.
- Reviewing feedback and assessments from interviews, tests, and evaluations conducted during the hiring process.
- Analyzing the duration taken to fill a position from the initiation of the hiring process.
- Examining the expenses incurred in the recruitment process, including advertising, agency fees, and internal resource costs.

#### ***Business Intelligence and Data Integration for Profit and Sales Forecasting at Ameriprise Financial.***

- Participated in Scrum meetings, documented business rules, and oversaw data extraction and reporting across utilizing Power Bi SQL, SharePoint, and Excel.
- Applied Power Query for data transformation, built Parent-Child Hierarchy Data Models, and created intuitive hierarchies, drill-down reports, and dashboards in Power BI Service.
- Managed user access, implemented row-level security measures, and ensured confidentiality while establishing relationships within datasets for comprehensive analysis.
- Designed diverse visualizations, integrated custom visuals in Power BI, and published reports on Power BI Server, providing continued maintenance and fostering stakeholder engagement for better insights.
- Involved in team seamless communication in daily and weekly meetings, actively engaging stakeholders with multiple visual options for enhanced reporting discussions.

#### ***CAPSTONE PROJECTS:***

- Financial Analysis
- Online Sales Tracking System
- Stock Inventory Management

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**INTERPERSONAL SKILLS:**

- Adaptation to the Business Conditions
  - Active Listening, Stakeholder Management, Empathy
  - Good in Collaboration and Communication
  - Analytical and Problem Solving skills
  - Attention to Detail
  - Persuasion
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**DECLARATION:**

- *I affirm that all information and details provided hereinabove are accurate, truthful, and comprehensive to the best of my knowledge and belief.*

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