

MEGHA VERMA

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OBJECTIVE

"Detail-oriented Business Analyst with expertise in requirements gathering, process analysis, and project management. Skilled in Redmine, Trello, and Kanban to streamline workflow. Seeking to leverage analytical skills and drive business success in a dynamic team environment."

WORK EXPERIENCE

Business Analyst | Ways and Means Technology

July 2023 - Present

- Collaborating with stakeholders to understand their needs, documenting requirements, and ensuring they are clear, concise, and actionable.
- Analyzing existing business processes to identify areas for improvement, efficiency gains, and opportunities for automation.
- Creating detailed documentation such as business requirements documents (BRDs), functional requirements documents (FRDs), user stories, and use cases to communicate project requirements effectively to development teams.
- Utilizing project management tools like Redmine and Trello to track tasks, timelines, and progress. Creating and managing project plans, schedules, and budgets.
- Facilitating communication between business stakeholders and development teams to ensure alignment and understanding of project goals and requirements.
- Planning, coordinating, and executing UAT activities to validate that deliverables meet business requirements and are fit for purpose.
- Managing change requests and assessing their impact on project scope, schedule, and resources. Ensuring that changes are properly evaluated, documented, and communicated to relevant stakeholders.
- Applying principles of Kanban to visualize workflow, identify bottlenecks, and optimize processes for continuous improvement. Monitoring key performance indicators (KPIs) to measure project success and identify areas for enhancement.
- Providing training and support to end-users on new systems, processes, and tools implemented as part of the project.
- Identifying and mitigating project risks, proactively addressing issues as they arise, and escalating concerns to appropriate stakeholders when necessary.
- Implementing UI/UX design on Figma tool.

Project:

1. SAA Taxation: This Project is Digital solution improved operational efficiency but also elevated the overall quality of tax-related services provided by SAA Taxation, establishing them as a technologically advanced and customer-centric organization in the taxation services sector.
2. WM Project Manager: This Project is developed to manage multiple projects and track the Activity of all task assigned to the Team members.
3. Immigration System: This project is Haiti Project. In this Back office can track the Departure and Arrival of the Tourists.

Business Analyst Intern | Appic software

May 2023 - July 2023

- Making proposals
- Bidding on Upwork
- Wireframing
- Client dealing
- Connect with leads over LinkedIn and Mail

Technical Recruiter | Infocus Technologies

Oct 2021 - May 2023

- ◆ Maintained database of established ongoing outreach efforts for qualified IT candidates to provide proactive approach to recruiting needs.
- ◆ Working on skills like :- AWS, Azure, Big data developer , ETL Informatica, Data scientist.
- ◆ Sourced, qualified and conducted screening interviews with job candidates.
- ◆ Communicating with hiring managers to identify future job openings and the technical requirements for particular jobs
- ◆ Arranging telephone, video, or in-person interviews.
- ◆ Performing background and reference checks.

Human Resource | Competenza Innovare Private Ltd

Sep 2019 - May 2021

- ◆ Used job boards, internet tools and career fairs to source both passive and active candidates.
- ◆ Screened resumes and conducted pre-screen interviews and preliminary technical assessments of candidates.
- ◆ Communicating with hiring managers to identify future job openings and the technical requirements for particular jobs
- ◆ Screening applicants for competency with the job requirements Leaves &
- ◆ Attendance Management
- ◆ End to End Recruitment
- ◆ Employee Database Management and Documentation
- ◆ Training & Development activities
- ◆ Employee Engagement Activities Joining
- ◆ Formalities & Exit Formalities

Technical Recruiter | V5 Global Services

May 2021 - Sep 2021

- ◆ Working as Technical Recruiter for Accenture. Maintaining
- ◆ Applicant tracking system "ABACUS"
- ◆ Working on skills like:- AWS, Azure, Big data developer ,Java, Angular, React. Communicating
- ◆ with hiring managers to identify future job openings and the technical requirements for particular jobs.
- ◆ Screening applicants for competency with the job requirements.

HR Executive | Coral It Solutions

Aug 2018- Mar 2019

- ◆ Assisted with planning, organizing and coordinating company events.
- ◆ Guided new hires through orientation and onboarding and explained documentation requirements to facilitate HR process.
- ◆ Scheduled appointments, meetings and conferences with employees to discuss and mitigate personnel issues.
- ◆ Initialized background checks for potential new hires.
- ◆ Created and maintained internal job descriptions and postings to accurately reflect roles.
- ◆ Posted job announcements and pre-screened applicants to candidates for available positions.

SKILLS

Creative Problem-Solving Active Listening

- ◆ Effective Time Management

- Figma

- ♦
- ♦ MLC#
- ♦ Management
- ♦ Leadership
- ♦ Tableau

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EDUCATION

MBA Poddar college of Management and Technology, RTU,Kota	2021
♦ Percentage 70%	
B.Tech(Computer Science &Engineering) RTU, Kota	2017
♦ Percentage 60.9%	
Senior Secondary Delhi public school, Rewari	2013
♦ Percentage 67.2%	
Secondary Dehradun publicschoool, Ghaziabad	2011
♦ Percentage76.5%	

I hereby declare that the information given above is true to the best of my Knowledge. I will make endeavor to discharge competently and carefully the duties you may be pleased to entrust me.