



Nidhi Chauhan

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ABOUT ME

Results-oriented Associate Project Manager with a background in business analysis. Skilled in translating business needs into effective project plans. Adept at stakeholder communication, problem-solving, and ensuring on-time, on-budget project delivery. Seeking to leverage business analysis expertise for successful project outcomes and enhanced organizational efficiency.

WORK EXPERIENCE

- Current** ● **Associate Project Manager + Lead BA**
Algoworks Technologies | Nov 2023 - Present
 - Coordinated project activities, tracked progress, and communicated updates to stakeholders, ensuring transparency throughout the project lifecycle.
 - Prepared project documentation, including project plans, status reports, and presentations.
 - Provided administrative support to project teams by organizing meetings, maintaining project schedules, and documenting meeting minutes, sprint and milestone plan.
 - Planned, Executed, and monitored projects from initiation to closure, ensuring adherence to timelines and budget constraints.
 - Acts as a subject matter expert on products and services and provided guidance and support to the team. Prepare and delivered compelling product demonstration that showcase the features.
- Oct 2023** ● **Sr. Business Analyst**
Algoworks Technologies | May 2021 - Oct 2023
 - Lead and mentor a team of 8 business analysts, ensuring high productivity and quality output.
 - Collaborate with cross-functional teams to gather and analyze business requirements, identifying key insights and opportunities for process improvement.
 - Conducted user acceptance testing, developing and executing comprehensive test cases to verify the functionality and quality of software applications.
 - Led multiple projects, managed project scope, adjusted schedules when necessary, determined daily priorities.
 - Assist with the preparation and responses to RFPs and RFIs, ensuring accuracy, completeness and alignment with client requirements
- 2021** ● **Business Analyst**
Algoworks Technologies | Dec 2019 - April 2021
 - Proficient in maintain , exploring data, making meaningful information out of the given data and identifying the gaps just by reviewing the data.
 - Connected with business stakeholders to ascertain problems, document and create business requirement
 - Work closely with sales team to understand the clients requirement and objectives. Develop innovative solutions that address clients need and adds value to their business.
 - Requirement Elicitation and definition by conducting workshops, Focus groups. Prepare wireframes, BRD, User Stories, Strategy documents, Gap analysis Document.
 - Worked on business revamp models, creation of functional flow and change request documents.
 - Taking on-time scrums with team, preparing sprint plan and milestones. Translated business requirement into functional and non functional requirement.
- 2019** ● Client interaction, Requirement gathering and documentation (SOW, Feature List)

SKILLS & DOMAINS

Skills

Requirement Elicitation / Product Roadmap / Product Rewamp / Team Handling / Project Planning / Sprint & Milestone Planning / Test Cases, UAT / BRD / SRS / Flow Diagrams / Gap Ananalysis / Product Implementation

Tools & Technologies

MS Excel / MS Viso / Basecamp / JIRA / Confluence / Draw.io / Mindmeister / X-Minds / Ms Tools / Figma / Mocking Bot / MySQL /

Domains

Mobility / BFSI / E-commerce / Healthcare Industry / Ed Tech / Gaming

EDUCATION

- **Master of Business Administration**(Information Systems)
Sikkim Manipal University (2017-2019) (7.0 CGPA)
- **Bachelor of Computer Application**
Banasthali University (2014-2017) (70.64%)
- **Intermediate**
2013-2014 (87%)
- **High School**
2011- 2012 (8.2 CGPA)