

# Pratyush Pandey

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## WORK EXPERIENCE

### Coditro LLP

#### Business Analyst

April 2022 to Present

- Acted as liaison between the business stakeholders and technical team by planning and conducting requirements gathering sessions and analysis of complex business problems.
- Translated business requirements into functionality and assess the risks, feasibility, opportunities, and business impacts on various solution options.
- Experienced in developing various documents such as business requirement documents(BRD), functional requirement document(FRD), Requirements Traceability Matrix, Use Cases, User Stories, Acceptance Criteria, Mock-up Screens, Training Documents.
- Created process maps, wireframes, prototypes to demonstrate the functioning and layout of the product.
- Collaborated with Ops, development and QA team to facilitate cross-functional walkthroughs of the work items to ensure client satisfaction is met.
- Assessed changes and support requests, prioritizing them based on ROI and defining solutions .Clarified business need and reviewed/produced specifications for change.
- Collaborated to create detailed Sprint/Iteration plans for the project in hybrid agile methodology, maintained and groomed product backlog, prioritized tickets using JIRA.
- Facilitated and managed daily stand-ups, sprint reviews and retrospectives sessions, planned and participated in 2-week sprint cycles.
- Constantly reviewed backlog stories, features and burndown chart to predict and track work progress.
- API, Web Services, Secure FTP Integration with Production Environment
- Contributed in development of test cases and performed gap analysis and documented application defects during User Acceptance Testing (UAT) phases and collaborated with Dev. team for resolutions.
- Troubleshoot UI/UX issues in scope.
- Executed scripts on SQL and utilized various data analysis tools such as Excel and data visualization tools like Power BI to present findings effectively
- Reduced TAT by 12% by recommending improvements in Workflow efficiency.
- Participated in process re-engineering walkthroughs, brainstorming sessions with stakeholders, subject matter experts.

#### Associate Business Analyst

November 2020 to April 2022

- Managed smaller projects which included requirements gathering, testing, training and implementation.
- Assisted Established Management with operational oversight, business development and process improvement strategies.
- Assisted in user story creation including test cases.
- Attending daily stand-up calls, conducting Gap Analysis, Scope definition using techniques like use case diagrams(UML), Context Diagram(Data Flow Modeling).
- Collected data for reports and developed presentations. Documented MOMs and agenda.
- Timely communication with clients over emails & calls and provided end to end user training.

### NMB Cold Storage Pvt. Ltd

#### Business Analyst

August 2018 to May 2020

- Conducted requirements gathering and documentation for the cold storage management system, collaborating with stakeholders to ensure comprehensive alignment with business needs.
- Developed user stories, use cases, and other documentation (BRD) to effectively guide the software development process.
- Performed rigorous testing and validation of software functionality, ensuring alignment with business requirements. Prepared user manuals and training documents to facilitate user adoption.
- Provided insights and recommendations to senior leadership, contributed to strategic decision making.

#### Operation Associate

April 2018 to August 2018

- Collaborated with other departments to implement process improvements, such as implementing new technologies or streamlining existing workflows.
- Conducted analysis of the company's cold storage operations, including inventory management, supply chain logistics, and process efficiency

### Horizon Technologies

#### Software Engineer

August 2013 to May 2014

- Demonstrated expertise in SQL query writing & modification, utilizing analytical skill to extract and analyze data effectively.
- Ensured data accuracy, and conducted comprehensive data validation to maintain and upkeep the automation system (SCADA).
- Acted as an key liaison and communication bridge between organization and Public Works Department (PWD-M2) of Govt. of NCT of Delhi. Led requirement elicitation initiatives, gathering and analyzing the essential information to aid decision making process.
- Performed user acceptance tests (UAT) and played a role in improving the efficiency of the software by 6%. Also part of SDLC and STLC process.

## SUMMARY

Results-driven Business Analyst with expertise in data analysis, experience in stakeholder engagement, Agile project management and software development lifecycle. Adept at translating complex business requirements into actionable solutions, conducting comprehensive testing, and ensuring strategic alignment with organizational goals. Proficient in SQL and database management, with a proven track record of driving process improvements and delivering successful projects. Effective communicator and strategic thinker, dedicated to driving business growth and enhancing operational efficiency.

## SKILLS & PROFICIENCIES

- Advanced MS Excel, Google sheet
- Power BI, Redash, Tableau
- JIRA
- FIGMA, Balsamic, MS Visio
- BRD, FRD, User stories
- Wireframes, Prototypes
- SQL
- HTML
- SAAS
- Stakeholder management
- Negotiation & Communication

## CERTIFICATIONS

- **Business Analytics with MS Excel**
- **Power BI**
- **Agile Scrum Master**
- **Full Stack Data Science (Enrolled)**
- **Japanese Language**  
JLPT N5 & N4
- **Web Development with PHP**
- **Basic JAVA Programming (NIIT)**
- **PwC Switzerland Power BI virtual project- Created Dashboard and analysed KPIs.**

## EDUCATION

### **Bachelor of Technology**

Electronics and Communication Engineering  
Uttar Pradesh Technical University