

ATUL SATPUTE

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SUMMARY

Results-driven MBA graduate with 3 years of experience as an IT Business Analyst, specializing in bridging the gap between business needs and IT solutions. Proficient in gathering and analyzing requirements, documenting business processes, and facilitating communication between stakeholders and technical teams. Skilled in designing efficient IT solutions, improving business processes, and ensuring successful project delivery. Adept at user acceptance testing, training, and providing post-implementation support. Strong analytical, communication, and problem-solving skills, with a proven track record of enhancing operational efficiency and driving business value.

SKILLS

- **Technical Skills** - BRD, FRD, SRS, Requirement Gathering, Gap Analysis, Root Cause Analysis, Agile, Scrum, SDLC, UAT, Test Cases, RTM, UML Diagrams, Business Process Model and Notation, SQL.
- **Tools and Software** - Power BI, Tableau, MS Visio, Jira, Balsamiq, Azure, MS Access
- **Soft Skills** - Critical Thinking, Problem-Solving, Analytical Skills, Communication

EXPERIENCE

TechGen Lead | Business Analyst | India

Nov 2023 – Present

- Conducted stakeholder interviews and workshops to gather and prioritize business requirements, and created detailed functional and non-functional specifications.
- Developed and maintained Business Requirement Documents (BRDs), Functional Requirement Documents (FRDs), and Use Case Specifications, ensuring clear documentation of requirements.
- Acted as a liaison between business stakeholders and IT teams, facilitating clear communication and understanding of project requirements and expectations.
- Identified areas for process improvement, recommended solutions, and developed test plans and cases, conducting user acceptance testing (UAT) to ensure issues were resolved before deployment.
- Ensured IT solutions met high standards and requirements through rigorous quality assurance activities, enhancing efficiency and productivity.

Jendamark India | Business Analyst | India

Jul 2022 - Nov 2023

- Gathered, documented, and analyzed various business requirements to facilitate decision-making for RFI, RFP, RFQ, and project milestones, ensuring comprehensive understanding and accurate specifications.
- Interacted with stakeholders and subject matter experts to comprehend and convert client requirements into functional and non-functional requirements, and documented functional and technical designs of business processes.
- Identified opportunities to improve on various processes and operations using BPM and MS Visio, optimizing organizational workflow and enhancing operational efficiency.
- Tested systems and generated documentation, including user manuals, ensuring clarity and usability, and effectively communicated insights and plans to cross-functional team members and management.
- Conducted meetings and presentations to share ideas and findings, and acted as a liaison between developers and other team members to ensure task completion and adherence to deadlines.
- Managed projects by developing project plans, meeting client expectations, and maintaining a 50-60% closing rate, driving business growth and successful outcomes through effective process design and modification.

IGT Solutions | Business Service Associate | India

Jun 2019 – Feb 2020

- Accomplished daily goals by streamlining procedures, increasing production and efficiency, and working with teammates to solve problems.
- Utilized Problem-Solving Techniques, documenting interactions, and following up to ensure client satisfaction with the offered solution, and successfully engaging with clients.
- Oversee client reservations, made necessary adjustments, and communicated clearly at every stage to resolve issues and ensure a positive client experience.
- Maintained a good rapport with clients and achieved a daily goal of 80–100 calls.

EDUCATION

- **IIBA-EEP endorsed IT Business Analyst Certification** | COEPD, Pune | [Certification Link](#) **2023**
- **Master of Business Administration (MBA)** | MIT-WPU, Pune **2022**
- **Bachelor of Science (CS)** | R. S. Bidkar College, Hinganghat **2019**