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| SACHIN  GUPTA  Business Analyst Profile  * Highly ambitious Certified Agile business analyst with more than 5 years of experience into Insurance domain and CRM Domain. * Worked in Waterfall and Agile methodology projects. * Hands-on experience with Client interaction and understanding their business needs. * An energetic, self-motivated team member with hands on experience in business analysis, requirements gathering, application integration and customization    CONTACT PHONE:  7011123781  EMAIL:  [MEETSACHIN2012@GMAIL.COM](mailto:MEETSACHIN2012@GMAIL.COM) **TOOLS** Axure  JIRA  Asana  Azure devops  MS Visio  MS Office  MS Excel /Google Sheets PROJECTS **Max Life Insurance Company**   * MPRO Logging System (Internal)   **Bajaj Allianz Life Insurance Company**   * Lead Management system (Internal) * Bajaj Life assist System   **Mantra labs Company**   * Hero Insurance Broking India Private Limited (External) * Farm connect CRM Application (Sugarcane project)     CERTIFICATIONS   * Agile Project Management * Payment Systems * SQL * Postman API * Analytics in Insurance * AI & Agility * Business Intelligence | EDUCATION |
| G.L. BAJAJ INSTITUTE OF MANAGEMENT AND RESEARCH July 2014 - July 2016  M.B.A (Information Technology) SHARDA UNIVERSITY July 2009 – July 2013  B. Tech (Mechanical engineering)     |  | | --- | | WORK EXPERIENCE | | **Mantra Labs Company**  **Business Analyst**    Apr 2023 – Nov 2023, Delhi     * Experience in gathering requirements, proposing solutions until the requirements get freeze. * Organized and Participated in all Agile practices daily scrum, Sprint planning, retrospective test driven. * Ensuring high level of compliance to policies and procedures laid down for Insurance operations. * Working on Insurance Products (Health/Motor) and Create User stories, Flow chart on Buying Journey. * Worked with Stakeholders and Clients to Model and document goals, communicating transparently to meet the deadlines.     **Max Life Insurance company**  **Business Analyst/Deputy Manager**    Oct 2021 – Oct 2022, Delhi   * Experience in working in an Agile Scrum environment with ability to breakdown requirements into epics features and user stories. * Ensuring high level of compliance to policies and procedures laid down for Insurance operations. * Working knowledge of Insurance products like Traditional and ULIP Products, customer onboarding, KYC check, payments, MPRO mobile Applications etc. * Elicit requirements using interviews, documents analysis, requirements workshops, surveys, site visits, business process descriptions, use cases, scenarios, Business Analysis, source system analysis, task and workflow analysis. * Clear understanding of Software Development life cycle (SDLC) and process oriented. * Attended sprint planning meetings and work towards defining the sprint items along with the product stake holders.   **Bajaj Allianz Life Insurance company**  **Business Analyst/Manager**  Mar 2020 – Oct 2021, Noida   * Conduct day-to-day project coordination, planning and implementation across multiple teams. * Worked in Agile Scrum environment assist in sprint call daily standup call. * Performed test case reviews and demonstration, assisted UAT testing. * Build Platform features, user stories, and maintain backlog with priorities, using JIRA platform. * Interacting with the technical team to ensure that the requirements are clear. * Work with the Quality Assurance team to ensure complete coverage of listed out acceptance criteria. * Ensure issues are identified, tracked, reported on and resolved in a timely manner.  **HDFC Life Insurance Company** **Business Analyst/ Corporate Account Manager**  Aug 2018 – Feb 2020, Delhi   * Build Platform Features, User stories and maintain backlog with Priorities. * Ensure issues are identified, tracked, reported on and resolved in a timely manner. * Performed test case reviews and demonstration.   **Religare Health Insurance Company**  **Business Analyst/ Relationship Manager**  July 2017 – July 2018, Noida     * Managed Login Process to Policies From start to end point. * Managed the stakeholders and discussed the product features and functionalities with them. * Documentation of Their Login Process, KYC Check.  |  | | --- | | SKILLS | | * Agile Project Management * Requirement Gathering and workshops. * User Acceptance Testing * Client Management * Workflow Diagrams * Agile Scrum * Business analysis and Business Development * BRD, FRD, Use case, User Stories. * Wireframing * SQL | | |
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