

# SAURABH MANI

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## Summary

Experienced B2B **SaaS** Business Product Analyst with expertise in strategic planning and market analysis. Dedicated to timely project delivery, adept at team management, and fostering collaboration to ensure successful implementation and configuration.

## Skills

- Understanding of **Agile** principles and the **Scrum** framework to adapt and iterate quickly in a fast-paced environment.
- Expertise in managing the end-to-end **Business Process analysis** including **requirements gathering**, prototyping, testing and quality assurance.
- Strong **project management** skills, including the ability to set priorities, manage timelines, allocate resources, and drive projects to successful completion.
- Experience working effectively with **Cross functional teams**
- Proficiency in technical writing techniques to ensure accuracy and clarity of **documentation** by collaborating with **Multiple Stakeholders**.
- Change Management, Training & User Support.
- Effective **Sprint Planning** to achieve the goal in defined timelines.

## Tools

- **JIRA, CONFLUENCE, TABLEAU, MS OFFICE, POSTMAN, FIGMA**

## Experience

### **Business Product Analyst, One97 Communication (Paytm)**

May 2022 - Present

- ☐ Collaborated with cross-functional teams to gather business requirements and identify opportunities for process improvement.
- ☐ Analyze current and future states and perform Gap analysis. Also support data mapping between old and new system.
- ☐ Collaborated with stakeholders to define and document business processes and workflows.
- ☐ Conducted workshops and meetings to elicit requirements, gather feedback, and drive alignment among cross-functional teams.
- ☐ Conducted User Acceptance Testing(UAT) with the cross-functional business teams to ensure the system was aligned with vision of business team.
- ☐ Developed and implemented process improvements to enhance operational efficiency and accuracy in forecasting and planning.
- ☐ Worked closely with technical teams to troubleshoot issues, perform system testing, and validate system functionality.

- ☐ Collaborated with stakeholders to define and track key performance indicators (KPIs) to measure project success and identify areas for improvement.

**Process Analyst, Westway Electronics Ltd. (Weston)**

June 2018 – April 2022

- ☐ Assisted in the implementation of products, including requirements gathering, system configuration, and testing.
- ☐ Conducted workshops with business users to understand their processes and capture requirements.
- ☐ Developed user stories, process flows, and test cases to support system implementations.
- ☐ Developed functional specifications for customization and worked closely with the technical team to ensure successful development and integration.
- ☐ Conducted end-user training sessions and provided post-implementation support.

**Achievements**

- ☐ Implemented a streamlined process for gathering and analyzing requirements, resulting in a 20% reduction in project delivery time.
- ☐ Led the successful implementation of a new CRM system, resulting in improved customer relationship management and 30% increase in customer satisfaction.
- ☐ Awarded with **Rising star** award within six months of joining in Paytm.
- ☐ Awarded with **Rockstar** award delivering successful product within tight deadline.

**Education**

- ☐ MBA from Sharda University (Gr. Noida) in 2018.
- ☐ BBA from Galgotias University (Gr. Noida) in 2016.
- ☐ 12th from CBSE, Board in 2013.
- ☐ 10<sup>th</sup> from CBSE, Board in 2011.