

# SHOBHIT KUMAR



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## Summary

Highly skilled and results-driven IT Business Analyst/Project Coordinator with around 1 year of experience in analyzing and improving business processes through innovative technology solutions. Proven ability to bridge the gap between technical teams and business stakeholders, driving successful project outcomes. Adept at gathering requirements, conducting thorough analysis, and recommending effective solutions to optimize operations and enhance productivity. Possess a strong understanding of IT systems and their integration within a business environment. Strong communication and interpersonal skills, enabling effective collaboration with cross-functional teams to achieve organizational objectives.

**Skills:** • Microsoft Office • Business Process Analysis • Requirements Gathering and Documentation • Project Management • Data Analysis and Visualization • Systems Analysis and Design • Stakeholder Management • Solution Evaluation and Implementation • Agile Methodologies • Change Management

## Professional Experience



### Business Analyst / Project Coordinator

#### Coding Brains Software Solution Pvt. Ltd.

April 2023- March 2024

- Collaborated with key stakeholders to understand business objectives, processes, and pain points, translating them into comprehensive business requirements.
- Proven track record of successfully managing multiple project simultaneously, delivering them on time and within budget.
- Conducted thorough analysis of existing systems, workflows, and data to identify opportunities for process improvement and automation.
- Developed and maintained detailed technical specifications, user stories, FRD, BRD and system documentation to guide development and implementation efforts.
- Facilitated communication and alignment between business units, development, designing and testing teams, and executive leadership to ensure project success.
- Led requirements gathering sessions, eliciting and documenting functional and non-functional requirements, and actively participated in Agile ceremonies.
- Conducted extensive data analysis to identify trends, patterns, and insights, enabling data-driven decision-making and process optimization.
- Collaborated with Quality Assurance teams to develop test plans, validate system functionality, and ensure high-quality deliverables.
- Managed multiple projects simultaneously, prioritizing tasks, tracking progress, and effectively communicating and updates to stakeholders.



### Technical Recruiter

#### Jconnect InfoTech Pvt. Ltd.

July 2022 - Nov 2022

- Hiring IT professional for US IT Companies
- Effectively recruited candidates through Internet research, internal database, cold calling, referral networking, and other strategies.
- Developed, drove and executed comprehensive search strategies to recruit senior and niche candidates in limited candidate spaces.
- Identify screening criteria and pre-qualified candidates to hiring manager for review.
- Monitor and track candidate pipelines and ensure it is adequate to meet the requirements of the open requirements.
- Extends and negotiates offers, manage subsequent employment contract generation

- Provide regular updates and feedback to managers
- Established and maintained solid working relationships with the hiring managers.
- Ensure the recruitment process lifecycle is completed in a fast, efficient, and professional manner always, minimizing the time to hire.



## Technical Recruiter

### StellentIT Technologies

Sep 2021 - May 2022

- Hiring IT professional for US IT Companies
- Screening resumes according to job roles from different portals
- Co-ordinate with candidates and sales manager till candidate's final selection
- Negotiate for the best possible rate from the candidate or from their employer
- Successfully recruited 3 candidates in overall time period.



## Student Intern:

### Future Group India

Jun 2021 - Jul 2021 (2 months)

Employee Engagement of Big Bazaar; This study was conducted to assess the perception towards the internet advertising and to know the consumer's mind-set about the brand in comparison to other brands.

## Key Projects:

- Presented the Business Plan of Recreational Rooms.
- Innovation of recreational cafe for official work.
- Worked in the team of three members.
- Presented Different Ideas for Employee Engagement Programs.
- Analyze employee engagement programs of different companies.
- Worked in the team of four members

## Education



### Indirapuram Institute of Higher Studies

Post Graduate Diploma in Management (2019 – 2021)



### Lucknow University

B.COM (HONS.) (2015 - 2018)



### St. Joseph's Residential School

Higher secondary, Commerce (2014 – 2015)

## Licenses & Certifications



### Mastering Microsoft Power BI - Mind Luster

<https://www.mindluster.com/student/certificate/9491821756>



### Project Management - Great Learning

<https://olympus.mygreatlearning.com/courses/66443/certificate>



### Business Analyst – Mind Luster

[https://www.mindluster.com/student/certificate/9491825232#google\\_vignette](https://www.mindluster.com/student/certificate/9491825232#google_vignette)



**Excel for Intermediate Level** - Great Learning

<https://olympus.mygreatlearning.com/courses/30756/certificate>



**Analyzing and Visualizing Data with Microsoft Power BI** - Great Learning

<https://olympus.mygreatlearning.com/courses/30824/certificate>



**Course on Computer Concepts** - NATIONAL INSTITUTE OF ELECTRONICS & INFORMATION TECHNOLOGY (NIELIT)