

SRUTHI RAJ.B

BUSINESS ANALYST & PROJECT COORDINATOR

Contact

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Profile

MBA graduate with a strong background as a Business Analyst and Project Coordinator, delivering 10+ projects from start to finish. Experienced in Agile methodologies, collaborating with teams across Mobile Apps, ERP, CRM, HRMS, and POS software. Skilled in aligning business needs with technical solutions, documentation, wireframes, and end-user training. On a **visit visa** and available for **immediate joining**.

skills

- Business Analysis & Documentation
- Project Coordination & Management
- Agile Methodologies
- Communication
- End-User Training & Support
- Cross-functional Collaboration
- Market Research & Competitive Analysis
- Stakeholder Engagement
- Testing & Quality Assurance
- Analytical & Problem-Solving Skills
- Tools: Trello, Microsoft Office, Figma

Work Experience

Business Analyst & Project Coordinator

M8 It solution pvt ltd

July 17 2023 - July 26 2024

- Spearheaded the successful end-to-end delivery of 10+ projects, guiding them from concept to deployment by collaborating with developers, testers, and project managers.
- Actively participated in daily stand-ups, sprint planning, and backlog refinement sessions, fostering strong communication and collaboration across cross-functional teams.
- Collected and analyzed business requirements through detailed stakeholder interviews and workshops, ensuring clarity and alignment throughout the project lifecycle.
- Conducted comprehensive competitor analysis and market research, identifying key insights and performing SWOT analysis to provide strategic recommendations that were instrumental in project success.
- Produced detailed Business Requirement Documents (BRDs), user flow diagrams, and wireframes to streamline the development process and enhance understanding for both technical and non-technical teams.
- Coordinated testing efforts by working closely with QA teams, ensuring that all business requirements were met and that projects were delivered with high quality.
- Led the deployment and post-deployment phases, ensuring smooth handovers, providing end-user training, and offering continuous support to guarantee the successful adoption of new systems and features.
- Bridged the gap between business objectives and technical implementations, driving innovation, efficiency, and impactful results in every project.

Education

MBA(BUSINESS ANALYTICS & LOGISTICS)

Hindusthan college of arts and science

Bachelor of ARTS

BA English literature

Emerald Heights college for women

Language

- English(Fluent)
- Tamil(Fluent)
- Malayalam(Fluent)

Kotak Mahindra Bank

January 2023 - July 2023

Assistant Manager (Internship)

- Managed client interactions, providing excellent service and support, ensuring smooth communication between clients and internal teams.
- Assisted in day-to-day operations management, contributing to the efficient functioning of the bank's processes.
- Engaged in relationship building by maintaining strong client connections, ensuring satisfaction and loyalty, which translated into improved customer retention rates.
- Participated in team meetings and offered insights from client feedback to enhance service delivery, ensuring that business objectives were met.
- Collaborated with cross-functional teams within the bank to facilitate smooth project execution, leveraging insights from client interactions to align service offerings with business needs.