**Sujeet Kumar**

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**Greater Noida West**

**PROFESSIONAL SUMMARY:**

* Over 3.6 + years of hands-on experience as Business Analyst with effective liaison between customers and development teams requires strong communication, negotiation, and relationship-building skills.
* Proficient in analyzing internal workflow processes, identifying areas of enhancement, and developing/implementing business development plans.
* Strong Experience in **RFIs, RFPs, RFOs, with proposals Writing etc...**
* Prepare **Statement of Work (SOW) .**
* Always Collaborated with Stakeholder to streamline Business Process and to make effective Document.
* Experienced in the entire **SDLC** from Requirement Gathering to Customer Delivery.
* Domain Specialization: **BFSI (Banking/Finance/Insurance), Healthcare and Human Resource Management System (HRMS)/HRIS, E-commerce, Government Project etc.**
* **Follow Compliance and Regulation Like GDPR (General Data Protection Regulation), Health Insurance Portability and Accountability Act (HIPPA), Guidelines for Indian Government Websites (GIGW) etc.…**
* Proficient in writing **SQL** Query.
* Strong Expertise inPower BI Report development.
* Always Utilized **SQL** queries to extract, manipulate, and analyze large datasets, facilitating informed decision-making processes.
* Understanding of overall sales/presales lifecycle including Project Execution, Support etc.

**FUNCTIONAL SKILLS**

* Team Monitoring & Controlling
* **Stakeholder Management**
* Business Process Modeling
* **Requirements Gathering and Analysis**
* Domain Knowledge
* **Risk Management**
* Communication Management
* Process Improvement
* ROI/COST Analysis
* Internal Stakeholder Grooming

**DOCUMENTS PREPARED & REVIEWED FOR THE PROJECT**

* RFI (Request for information)
* RFP (Request for Proposal)
* SOW (Scope of Work)
* Requirement Gathering and Elicitation
* **BRD (Business Requirement Document)**
* **FRD (Functional Requirement Document)**
* SRS (Software Requirement Specification)
* PDD (Process Design Document)
* **Wireframe and Prototypes.**
* **User Story**
* Use Case Documents and Diagrams

**TECHNICAL SKILLS:**

* Methodologies: **Agile, Waterfall**
* Project Management Tool: **Jira**
* Wireframing Tool: **Figma**
* Diagram / Flowchart: **MS Visio**
* Database: **MySQL, SQL**
* Testing: **API Testing (POSTMAN), UAT Testing,**
* Microsoft Suite: **Word, PowerPoint, Advanced Excel, Outlook,**
* Business Intelligence Tool: **Power BI**
* **Robotics Process Automation (RPA)—UiPath**
* **RE- Framework**
* **Python**
* **Cloud, AWS/Azure**
* **PHP 7, MEAN, MERN (MongoDB, Express, React, and Node. Js), Angular etc.**

**EDUCATION:**

* MCA from Greater Noida Institute of Technology
* B.Sc. with Mathematics from VBS Purvanchal University

**Workshop**

* + ChatGPT with other AI (Artificial intelligence) tools from Be 10X…

**PROFESSIONAL EXPERIENCE:**

**Skillsnap Solutions LLP**

**IT Business Analyst Dec 2020---Present**

**Role and Responsibilities**

* Analyzed business processes and identified areas for improvement and automation.
* **Always Connected with Scrum Team (Product Owner, Scrum Master, Development Team).**
* Collaborated with stakeholders to gather project requirements and documented them in Jira as Epics and User Stories.
* Always Utilized and Explore **SQL** queries to **Data extract, Data manipulate**, and analyze large datasets, facilitating informed **decision-making** processes.
* Write User Stories and Project Development of Multiple ATS and VMS etc.
* Strong Experience in **RFIs, RFPs, RFOs, with proposals Writing etc.**
* Defined test strategies and plans for API testing based on project goals and requirements.
* Created and managed Jira boards and backlogs to facilitate project planning and prioritization.
* Good Experience on RPA(UiPath) with OCR (Optical character recognition) technology extract text and characters from scanned PDF documents (including multipage files), photos and digital camera captured images. And also, responsible to make PDD (Process Design Document, SDD etc.
* **Worked closely with development teams to understand API design and functionality.**
* Successfully implemented ERP, Inventory and POS systems, resulting in streamlined operations, improved content management, and increased productivity.
* **Collaborated with stakeholders to gather and analyze business requirements related to API functionality and integrations.**
* Acted as a liaison between business users, IT teams, and vendors to address project issues and ensure project milestones were met.
* Collaborated with cross-functional teams to define project scope, objectives, and deliverables.
* Created detailed business requirements documents (BRDs), functional specifications, and use cases.
* **Facilitated user acceptance testing (UAT) and provided support during system go-live and post-implementation phases.**

**Skills**

* **Requirements Gathering and Analysis**
* **Process Mapping and Improvement**
* **Stakeholder Management**
* **Data Analysis and Reporting**
* **User Acceptance Testing**
* **API Testing: Postman, custom test frameworks**
* **Agile Methodology**
* **Jira**

**Strengths:**

* Critical thinking,
* Problem-Solving
* Decision-Making
* Highly energetic and hardworking.
* Adaptive nature.
* Display good team spirit and leadership qualities.
* Disciplined and punctual.
* Have a learning attitude
* Always Proactive and Positive Approach

**Project**

* Using Advanced Excel Work as data Analysis and build interactive Dashboard to Visualize and Analyze data of Store and give Insights to how we can improve Sales.
* **Strong Exposure with Used SQL and Power BI.**
* Build interactive Dashboard also perform as data Analysis role Using **Power BI.**
* Overseeing projects from multiple ministries, based out in India ensuring adherence to government guidelines (GIGW), project timelines, and quality standards. The common government ministry websites RIS (research and information system for developing countries), and multiple BFSI Domain Project Done.