

Sumit Giri

Business Analyst

B-6,304 Ebony Green Society Lalkuan, Ghaziabad

9654246445,8076071911

SumitGoswami55555@gmail.com



Education

NIET College

Greater Noida
MBA in Marketing and IB

Shyam Lal College

University Of Delhi
Economics Hons

Key Skills

- Requirement Elicitation and Documentation
- Data Analysis & Interpretation
 - Project Management
 - Data Visualization Tools (Tableau, PowerBI, Wireframing)
 - Presentation skill
- Agile/Scrum Methodology
- User Acceptance Testing (UAT)
 - Statistical Analysis
 - Communication
 - Microsoft PowerPoint
 - MS Excel (Advanced PivotTables, VLOOKUP)
 - Microsoft Office
- Salesforce (Analytical studio)
- Collaboration and Teamwork
 - Reporting
- Problem-solving mindset

Hobbies

Sports
Photography
Travelling

Objective

Experienced & passionate Business Analyst with over a year of experience evaluating and Improving business Understanding for well-known organisations. Adept in dealing with complex issues and challenges.

Experience

JULY 2022 - PRESENT

Business Analyst | Vertex plus Technologies PVT. LTD/NOKIA

- Working as a Business analyst in Agile methodology and waterfall and led projects from end-to-end with team handling, gathering requirements, creating documents, client communication, and interaction with stakeholders.
- Handling customer-centric tasks & ensuring customer satisfaction by achieving delivery & service quality norms.
- Analyzed customer feedback to identify common trends and develop recommendations for improvement.
- Analysis of business requirements to develop Functional and Non-functional requirements and prepare different artefacts such as Software Requirements Specification (SRS), Business Requirements Document (BRO), Scope document, SOP document, technical document, PowerPoint presentations, and managing Stakeholders.

DECEMBER 2020 - JULY 2022

Deputy Manager | IndusInd Bank LTD.

JANUARY 2019 - NOVEMBER 2020

Acquisition Manager | Kotak Mahindra Bank

Achievements

- Led a cross-functional team in successfully implementing a new data analysis process, resulting in a 20% increase in efficiency and a 15% reduction in errors.
- Led the requirements gathering and documentation process for a complex project, resulting in a 15% reduction in project timeline and a 10% decrease in resource allocation.
- Implemented a standardised documentation template, enhancing communication and understanding across teams and resulting in a 25% reduction in misunderstandings.

Certification

- Business Analyst | QBI Institute
- Bizagi Modular
- Agile Requirements Foundations