|  |  | **AMIT NANDAL** | | | | | | 80532207938•  Amitnandal1006@gmail.com • | |  |  |
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|  | Business Analyst | | | | | |
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|  | **OBJECTIVE** | |  | | | | | | | | |
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|  | Capable Business Analyst with significant background in Finance, NFT, DeFi, Crypto Exchanges with 1 year experience. Diligently complete in-depth assessments to support client requirements with streamlined, logical system. Decisive leader with strong project management skills and data-driven approach. | | | | | | | | | | |
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|  | **PROFESSIONAL EXPERIENCE** | | | |  | | | | | | |
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|  | **ANITER SOLUTION, MOHALI, PUNJAB**  *Business Analyst, April 2023 – Present* | | | | | | | | | | |
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|  | * Responsible for gathering business & functional requirements in form of Business requirements (BRDs) and Functional requirement documents (FRDs), Wireframes, WBS, Sprint planning. * Requirement Elicitation: Working closely with Business Stakeholders to identify crucial business requirements, perform requirements analysis, review, and conduct impact analysis. * Flow diagram creation of project for better understanding of all stakeholders throughout the project. * Effectively communicating insights and plans to cross-functional team members and management. Prioritizing initiatives based on business needs and requirements. * Experience in dealing with global client from US as well as Indian clients. * Providing multiple trainings to the users and admins about the product and its business usages. Serving as liaison between the client and development team to get the final product customized as per the requirements. * Ability to grasp new things quickly and can easily collaborate with teams. * Review of test cases and test scenarios, preparation of test plan. * Monitoring deliverables and ensuring timely completion of projects and testing the system and generating system documentations, user manuals, etc | | | | | | | | | | |
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|  | **INTERNATIONAL MARKETING CORPORATION PVT LTD, ROHATK, HARAYANA**  *Chairman, June 2018 – March 2023* | | | | | | | | | | |
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|  | * Actively listened to customers, handled concerns quickly and escalated major issues to supervisor and high-level management. * Managed and Lead the Team of 1000+ associate across the 5 states of North India. * Increased turnover from 54K to 9.75Lac per month in a year of time. * Demonstrated respect, friendliness and willingness to help wherever needed. * Used coordination and planning skills to achieve results according to schedule. | | | | | | | | | | |
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|  | **BANKING AND FINANCE**  *Talent Services, Oct 2022* | | | | | | | | | | |
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|  | * Provided Solutions to clients by discussing the problem with backend support team * Converted users of the platform to register for a paid service. * Conducted voting history research and targeted potential donors for the campaign fundraising. * Provided detail-oriented office support and assisted in events planning and promotion. * Maintained the ledger report of donor (NGO activity performed by company). * Provided the certificates to Dobara by collecting from NGO. | | | | | | | | | | |
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|  | **EDUCATION** | | |  | |  | **ADDITIONAL SKILLS** | |  | | |
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|  | **MBA- BUSINESS MANAGEMENT, MDU 2021-2023**  *Bachelor of Computer Application, MDU, 2017-2020* | | | | |  | * Customer Relationship Management. * Team Management. * Flexible and Adaptable. * Analytical and Critical Thinking. * MS Office (MS-Word, MS Excel) and other Internet. * Expert HTML5 and Noted Pad. * Expert in English and Hindi language. | | | | |
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