

# Avni Kumari

## Business Analyst

### Summary

I'm a Business Analyst with Four years of experience at IBM Pvt Ltd. My job involves looking at how the company operates and finding ways to make it work better. I'm good at figuring out what the company needs, talking to people about it, and coming up with plans to make things run smoother. I'm also good at looking at data to see what's happening and predicting what might happen next. I'm a good problem solver and can explain complicated things in a simple way. I work well with others and can keep up in a busy environment. Having Experience of Business requirements gathering and analysis. Experience of Client Handling. Having Experience of BRD, SRS, DFD, User-story, Story Board and Project Planning. Experience in Process improvement and optimization. Experience of Strategic planning and problem-solving. Worked on Stakeholder management and relationship building. Experience of Project management and coordination. Hands on experience on Market research and competitive analysis Experience of Excellent verbal and written communication skills.

### Education

**B Tech, Computer Science 2015-2019**

**Dr. APJ Abdul Kalam Technical  
Universit**

### Experience

**jun 2020-till now**

Company Name | IBM Pvt Ltd || Noida,Uttar Pradesh  
Business Analyst

As a Senior Business Analyst for [34years], I've been the go-to person for figuring out how a company can do better. I listen to what people in the company need and use my experience to come up with solutions. I'm like the leader of a problem-solving team, making sure everyone knows what to do. I also look at lots of data to understand what's happening in the company and find ways to improve. My job is to help the company make smart decisions and grow. It's like being the captain of a ship, guiding everyone to success!

### Contact

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### Skills

- HTML
- CSS
- SQL
- Python
- Business Analysis
- Microsoft excel
- Microsoft
- Word Stakeholder Management

## SOFT SKILLS

- Good Communication
- Leadership
- Problem-solving
- Critical thinking
- Adaptive

## COMPUTER PROFICIENCY

- Microsoft Excel
- Microsoft Word.
- Microsoft Power Point



## LANGUAGE

- English
- Hindi

## Project

### 1.NEC Corporation Project

**Role:** Business Analyst

#### Technology & Tools

- Tableau
- Power BI
- Python
- Salesforce
- Microsoft Teams
- Microsoft Office (Word, Excel, PowerPoint)
- SQL,

#### Project Description

A client Company wanted to Migration our SharePoint 2016 on-primes Server to SharePoint 2019 on-primes Server. Migrating data from SharePoint 2016 on-premises to SharePoint 2019 on-premises can be a complex process, but I'll outline the general steps to help you get started. Please note that this process involves several technical aspects, and it is recommended to have a good understanding of both SharePoint versions and their configurations. Additionally, it's crucial to perform a thorough backup of your SharePoint 2016 environment before starting the migration process

#### Responsibility:

- Gathered project requirements through stakeholder collaboration.
- Conducted in-depth analysis of business processes for optimization.
- Identified and recommended technology solutions for project goals.
- Provided ongoing support and ensured alignment with business objectives.



## CERTIFICATION

## 2.Loan Process Optimization

- Certification in Business Planning & Project Management
- Business Analytics with Excel
- Certified Agile Scrum Master

### Technology & Tools

- Excel
- Power BI
- Salesforce
- SQL
- Microsoft Teams
- rally

**Role :** Business Analyst.

### Project Description

The Loan Process Optimization project aimed to make the loan approval process faster and more efficient. The main goals were to speed up the workflow, reduce delays, and improve the overall experience for customers. Responsibility

### Responsibility:

- Gathered and analyzed legal requirements and processes.
- Collaborated with legal stakeholders to define project objectives.
- Identified and documented system requirements and user stories.
- Evaluated and selected appropriate legal management software.
- Conducted user training and provided ongoing support.
- Ensured compliance with legal regulations and standards.
- Facilitated system integration with existing tools and databases.
- Conducted testing and quality assurance of the legal management system.
- Generated reports and dashboards for legal performance metrics.
- Implemented process improvements based on user feedback and system analytics.

## Personal Detail

- Date of birth : 30/07/1998
- Father's name : Mr. Surendra
- Gender : Female
- Marital status : Single
- Language known : Hindi, English
- Nationality : Indian