

ANAYTA NIKAM

BUSSINESS ANALYST

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Pune, Mh (India)



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EDUCATION

- MBA - HR (Distance)
NMIMS UNIVERSITY 2022 - 2024
- MSW - Social Work & HR (Full Time)
MUMBAI UNIVERSITY 2015 - 2017
- BA- Economic (Full Time)
MUMBAI UNIVERSITY 2012 - 2015

CERTIFICATION

- IIBA - ECBA Business Analyst
COEPD Institute 2025
- PGCM - Business Analyst - MIT 2025
- JIRA MIT 2025

TOOLS

- Basic Power BI | Tableau | SQL
- MS Office | Excel
- MS Visio | Axure | Balsamiq
- JIRA

SKILLS

- HRMS, HCM
- Business Analysis
- Requirements Engineering
- Requirements Analysis
- Requirements Gathering
- Business Requirements
- Agile methodologies
- Scrum
- SDLC
- BRD, FRD
- UML
- Waterfall
- Use cases
- Activity diagrams, Flow Diagram
- Process Reengineering
- Documentation
- GAP Analysis, SWOT Analysis
- Impact Analysis
- Problem Analysis
- User Acceptance Testing

LANGUAGES

- English, Hindi & Marathi

PROFILE SUMMARY

Certified Business Analyst with 5.5 years of total experience. 2.5 years in HR business analysis and 3 years as an HR Generalist. **Expertise in HRMS, talent acquisition, HR analytics, and process improvement.** Proven ability to bridge business needs with technology solutions and improve workforce processes. **MBA in HR with strong analytical thinking, requirement gathering, and cross-functional collaboration abilities.** Proficient in JIRA, Visio, and Agile methodologies.

WORK EXPERIENCE

Sahyadri Super Speciality Hospital Pvt. Ltd (Corporate Office), Pune, Mh

MAY 2022 - PRESENT

Sr. Executive | Human Resources

- HR Operations & Coordination** Managed manpower planning and budgeting for Corporate office; **maintained accurate employee data and resolved HR software/attendance queries.** Coordinated **employee engagement**, ID / visiting card issuance, and medical benefit updates across units.
- Prepared MIS reports and supported cost optimization efforts.** Handled employee grievances, ensured adherence to quality indicators, incident reporting, and safety protocols.
- Facilitated HR and training activities; ensured completion of mandatory sessions and per month trainings.

Fuhrung Technologist Pvt. Ltd, Mumbai

Aug 2019 - MARCH 2022

Junior Business Analyst | PeopleStrong HR Software | HRMS

Client - Nanavati Max Hospital, Mumbai

- Collaborated with HR teams to **gather and analyze business requirements** for process automation and HRMS customization.
- Supported implementation of core HR modules** including recruitment, onboarding, and performance management.
- Conducted user acceptance testing (UAT) and prepared documentation for HR system workflows.
- Assisted in preparing **dashboards and reports using HR analytics tools** for decision-making.
- Acted as a liaison between functional HR teams and technical teams** to ensure smooth delivery of solutions.

INTERNSHIP

AUG 2024 - JAN 2025

- Intern at COEPD for Capstone Projects in Business Analysis**
- Responsibilities :** Completed a certification internship with COEPD Institute for an food Delivery Application ,gaining hands-on experience as Business Analyst ,product processes, and regulatory compliance within the industry

PROJECTS

2024

- Live Project : Automated HR Operational Workflow and Employee Task Management | Waterfall Model
- Live Project: Agile Driven HRMS Application | Scrum
- A Study on Strategy behind Business Success of Myntra - PGCM BA
- HireCraft: Designing Effective Hiring Workflows - MBA Project
- Employee Life Cycle Management - MSW Project