

# SARATH GURU RAJ A.V.R

## BUSINESS ANALYST



+91 9994924894



sarathgururajavr@gmail.com



linkedin.com/in/sarathgururaj



Vinayaga Nagar, Ammapet,  
Salem - 636003

### CAREER OBJECTIVES

To advance as a Business Analyst with 2.1 years of experience in the chemical industry, applying MS Project skills to excel in PMO scheduling and process optimization and develop BA knowledge and skills with proficiency in agile methodologies and documentations and collaboration with cross functional teams enabling businesses to streamline operations and enhance efficiency also which aims to contribute to impactful projects that enhance business performance and scalability.

### CORE COMPETENCIES

- Business Analysis Planning and
- Monitoring.
- Elicitation and Collaboration.
- Requirement Life cycle Management.
- Requirement Analysis and Design
- Definition.
- Strategy Analysis
- Solution Evaluation
- Stakeholder management
- Project management

### TECHNICAL SKILLS

- Documentation Tools:** MS Suite.
- Prototyping & Wire frames Tools:** Axure & Balsamiq
- Modeling Tools:** MS Visio, Draw.io, Lucidchart
- Database:** SQL
- Project Management tool:-** JIRA,MS Project
- Reporting Tools:** Power BI

### SOFT SKILLS

- Problem Solving
- Effective Communication
- Adaptability
- Leadership & Teamwork
- Time Management
- Analytical Thinking

### EDUCATION

- Bachelor of Technology in Chemical Engineering**  
Amrita Vishwa Vidyapeetham, Coimbatore (2022)  
CGPA: 7.65/10
- HSLC in Computer Science**  
Senthil Public School ,Salem (2018)  
Percentage: 75%

### CERTIFICATIONS

- Certified IT – Business Analyst IIBA [EEP]
- Online Internship in Microsoft Power BI at pWc

### ACHIEVEMENTS

- Conducted high-impact Power BI workshops, training over 50 employees in data visualization and dashboard creation.
- Awarded Best Process Optimization Initiative, leading to a 20% increase in operational efficiency

### LANGUAGES

- English • Tamil • Hindi • Telugu

### PROFILE SUMMARY

- In-depth knowledge of SDLC in various phases (i.e waterfall & agile)
- Proficient in **Waterfall Model**: Gathered requirements using **Elicitation Techniques** and prepared **BRD, FRD, SRS, RACI Matrix, BCD**, created **UML Diagrams** and **Prototypes** and requirements tracking through **RTM** well versed with UAT handling **Change Request**.
- Expert in **Agile Scrum**: Creation of **user stories** and Added **Acceptance Criteria, BV & CP, Sprint & Product Backlogs** conducted various Sprint Meetings; Sprint & Product Burndown charts ensured **DOR** and **DOD** checklist.
- Expert in identifying process bottlenecks, implementing automation, tracking KPIs and optimizing workflows to enhance productivity from refining business processes, reduce costs, and drive data-driven efficiency improvements.

### EXPERIENCE

#### SENIOR ENGINEER,

*Chemplast Sanmar Limited*

Role: Business Analyst

July 2023 - June 2024

#### Project 1: Chemical Equipment Project Management Application

**Project Description:** Developed a real-time project tracking system with AI-powered alerts and interactive dashboards to enhance transparency, automate reporting, and improve project completion efficiency.

#### Responsibilities:

- Led the development of a Chemical Equipment Management System by collaborating with the teams integrating inputs from all areas to reduce equipment downtime by 40% using MS Project for scheduling and proactive maintenance tracking.
- Conducted multiple **requirement gathering workshops and brainstorming sessions** with production, maintenance, and quality teams to define system objectives.
- Defined user stories and acceptance criteria to guide the development of core functionalities, including real-time equipment tracking and predictive maintenance alerts using **JIRA** tool.
- Developed **Power BI dashboards**, reports and **SQL queries** for real-time monitoring of equipment status, maintenance schedules, and compliance tracking, improving decision-making by **30%**.
- Collaborated with Product Owner and Scrum Master for BV and CP. and assisted the Product Owner for the creation of **DOR** and **DOD** checklist.
- Conducted extensive testing (**UAT, system testing, and regression testing**) before deployment to ensure system reliability.
- Participated in sprint ceremonies to identify risks and opportunities, generating Sprint and Product Burndown/Burnup charts while supporting PMO scheduling and process improvement initiatives.

#### ENGINEER,

*Chemplast Sanmar Limited*

Role: Business Analyst

October 2022 - June 2023

#### Project 2: Project Progress Tracking Feature in Sparsh Application

**Project Description:** Developed a cloud-based project management application to optimize equipment tracking, automate maintenance scheduling, and enhance collaboration, reducing downtime with predictive analytics and workflow automation.

#### Responsibilities:

- Collaborated with key stakeholders to gather and analyze business requirements, conducting requirement elicitation sessions to define project needs, success metrics, and develop Estimates at Completion for process optimization.
- Conducted Enterprise analysis under the assistance of senior BA in creating a **Business Case Document**, conducted stakeholder analysis and prepared **RACI matrix**.
- Converted **BRD** into **FRD** along with technical teams , also prepared **SRS** document and developed wireframes and process flows diagrams using **Visio** and **Balsamiq** to visualize project outcomes improvements before development.
- Provided real time insights using SQL queries and customized dashboard in Power BI, on project progress and resource utilization
- Collaborated with the development team to integrate automated alerts for milestone achievements, leading to a 15% increase in adherence to project deadlines.
- Participated in product planning, supported PMO scheduling by conducting analysis for slipped schedules, and assisted User Acceptance Testing to ensure functionality met business requirements with 99% accuracy
- Created and maintained a Requirement Traceability Matrix (RTM) to ensure requirement fulfillment and collaborated with cross-functional teams to streamline project management and implement data-driven solutions for chemical equipment tracking.