

AMEYA MAHAJAN

Business Analyst | Requirements Management | Stakeholder Collaboration

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IIBA ECBA Certification Credentials Pune, India

PROFESSIONAL DEVELOPMENT & UPSKILLING

- 02/2025 - Present Pune
- Pursuing Scrum.org Professional Scrum Product Owner I (PSPO I) Certification
 - Undertaking Business Analyst Training from ExcelR & COEPD
 - Learning Tableau & Power BI, working on real-world case studies and course assignments
 - Strengthening SQL & Python skills

EXPERIENCE

Senior Research Associate

Grand View Research

- 02/2022 - 01/2025 Pune
- Supported business decision-making by leading over 50 primary and secondary research initiatives, delivering actionable insights that improved client satisfaction by 20%.
 - Developed advanced data models in Microsoft Excel to analyze complex datasets, enhancing decision-making capabilities.
 - Documented detailed market analysis reports, increasing client retention by 10%.
 - Oriented new team members on research methodologies and best practices, ensuring consistency in deliverables.
 - Liaised with clients to gather and analyze over 20 custom business queries annually, delivering tailored insights that contributed to a 15% improvement in client engagement.
 - Awarded for exemplary performance and client service.

Systems Engineer

Pratibha Systems

- 09/2017 - 10/2019 Pune
- Developed comprehensive HRS, SRS, and UI documentation for embedded projects, improving project timelines by 15%.
 - Led hardware and firmware testing efforts, reducing system bugs by 20%.
 - Implemented sensor system designs, enhancing data acquisition accuracy by 10%.
 - Partnered with vendors and customers to ensure timely project delivery and quality standards.
 - Conducted user acceptance testing (UAT) and stakeholder demonstrations, enabling successful implementations.

Operations Intern

webMOBI

- 05/2021 - 07/2021
- Conducted competitive benchmarking of software features, leading to a 5% market share increase for the product.
 - Collaborated with UI/UX teams to align product design with customer requirements, improving user adoption rates by 10%.

EDUCATION

MBA

Pune University

02/2021 - 10/2022 Pune

B.E. (Electronics Engineering)

Mumbai University

08/2012 - 08/2016 Mumbai

CERTIFICATION

IIBA Entry Certificate in Business Analysis™ (ECBA™) - Credential ID 113451816

Master Project Management Tools: Trello, Jira & Confluence

SUMMARY

An IIBA ECBA-certified Business Analyst professional with 5 years of experience in requirement gathering, stakeholder engagement, and process documentation across market research and embedded systems. Expertise in translating business needs into structured specifications (SRS, FRS, SOWs), business process analysis, and data-driven decision-making. Key achievements include leading 50+ research initiatives, improving client satisfaction by 20%, and enhancing client retention by 10%. Seeking a Business Analyst position to apply BA expertise in requirement management, stakeholder collaboration, and process optimization in a culture of continuous improvement and transparency.

AWARDS

- May 2024 SPOT Award
- January 2024 SPOT Award
- September 2023 SPOT Award
- March 2023 SPOT Award
- December 2022 Client Service Award
- October 2019 Recognized for outstanding performance

STRENGTHS

- Analytical Thinking
- Stakeholder Management

LANGUAGES

English	Proficient	<div><div></div><div></div><div></div><div></div><div></div></div>
Marathi	Native	<div><div></div><div></div><div></div><div></div><div></div></div>
Hindi	Proficient	<div><div></div><div></div><div></div><div></div><div></div></div>

SKILLS

Acceptance Testing, Microsoft Office, Agile, Confluence, Data Visualization, Excel, Requirements Engineering, JIRA, Business Analysis, Market Analysis, Microsoft Visio, Requirements Gathering, Scrum, SDLC, SQL, Stakeholder Engagement, Stakeholder Management, Strategic Planning, Tableau, UAT, UI/UX, User Acceptance Testing, Xmind, Requirements Analysis, Business Requirements, Agile Methodologies, Analysis, Product Development, BRD, FRD, UML, Waterfall, Use Cases, Activity Diagrams, Process Reengineering, Documentation, GAP Analysis, SWOT Analysis, Impact Analysis, Problem Analysis