**Name of Candidate:** Vivek Kumar **Email:** [vkjha221998@gmail.com](mailto:vkjha221998@gmail.com)   
**Mobile No.:** 7220085921 **Address:** Nanded Phata**,** Pune

**Professional Summary:**

* Highly motivated and detail-oriented Business Analyst with around 2 years of professional experience, a solid foundation in business analysis, and a strong background in software development methodologies, SDLC and domain expertise in banking, capital markets and ERP applications.
* Proven ability to collaborate with stakeholders to elicit, document, and analyze business requirements while delivering optimal solutions.
* Adept at utilizing various methodologies like Agile, Waterfall, and Hybrid approaches to successfully align business processes with organizational goals.
* Developed and maintained Agile artifacts; Sprint backlog, Product backlog, burn-down chart and Involved in Scrum events such as Backlog Grooming and Story-Point Estimation.

**Education:**

Masters in Business Administration in Business Analytics,Sinhgad Institute of Management & Computer Application, Pune,SPPU 2025

Bachelor in Business Administration, Balaji College of Arts, Commerce and Science, Pune,SPPU 2021

**Skills:**

Requirement Gathering | Business Process Improvement | Requirement Elicitation | Project Management | Process Mapping | Process Mining | Gap Analysis | Impact Analysis | Power BI | Visualization | Roi Analysis | Feasibility Analysis | Waterfall | Behaviour-Driven Development | Agile Methodologies | JIRA | UML | JAD Sessions | SQL | MY SQL | MS PowerPoint | MS Excel | Scrum / Kanban Frameworks | Microsoft Office Suite | Microsoft SharePoint | Microsoft Visio | User Stories | ITIL Framework | Stakeholder Relationship Management | Tableau | Power BI | Project Management| Axure | Balsamiq |

**Professional Experience:**

**Averon Services & Software, Pune, MH (Full-Time) April2023–March2024**

**Responsibilities:**

* Interacted with the stakeholders to gather user requirements and their expectations from the system.
* Performed role as a business analyst with supporting other operations role in operations, Recruitment and cross team collaboration.
* Reviewed and documented the requirements in Business Requirements Document (BRD), Functional Requirements Documents (FRD), and Frequently Asked Questions (FAQ) and conducted JAD Session.
* Collaborated with business, IT, and operations teams to capture requirements, support process reengineering, and develop data-driven solutions that enhanced operational efficiency.
* Defined Project Scope and worked with the development team to create User Stories as per requirements.
* Involved in development phase meetings for Business Analysis and Requirements Gathering.
* Creating data flow diagrams and data mapping for various processes in the project life cycle.
* Planned and defined Use Cases created Use Case diagrams, Scenarios and Use Case Narratives using the UML methodologies.
* Dealt with mobile payments, payment gateways and applications.
* Enhanced the existing online application by improving its GUI, making it more users friendly.
* Thorough understanding of Anti Money Laundering (AML) procedures and hands on experience of working to ensure AML compliance at client’s place.
* Managed user stories and conducted Scrum Ceremonies throughout the product development life cycle.
* Facilitated Agile Scrum Ceremonies: Sprint Planning, Daily Scrum Call, Sprint Review and Sprint Retrospective Meetings.
* Good experience of Capital Markets/Trading and Treasury Products: Equities, Bonds, Public and Corporate Debt, Fixed Income and Derivatives.
* Excellent Interpersonal skills and a good team player
* Ability to collaborate with peers in both, business, and technical areas, to deliver optimal business process solutions, in line with corporate priorities.

**Unique System Skills IT Pvt Ltd, Pune, MH (Full-Time) May 2022- March 2023**

**Responsibilities:**

* Worked as a functional business analyst and actively contributed to the project by defining the scope, conducting thorough requirement analysis, and producing detailed functional specifications.
* Collaborated with stakeholders, users, and product owners to identify high-priority requirements and planned project deliverables.
* Developed high level requirement documents Business Requirement Document (BRD) and consulted the technical team and developed the detailed System Requirement Specification (SRS) document.
* Created high-level Use Cases from business requirements to identify interaction of user with the system.
* Good knowledge of SQL queries, and various testing phases, including user acceptance, integration, and regression testing.
* Possess good interpersonal and communication skills and coordinated JAD sessions and walk-throughs.
* Created interactive dashboards using Tableau and contributed to revenue growth through a data-driven approach.
* Worked closely with developers and produced accurate and detailed functional specifications.
* Resolved defects and provided support and training to end users during project implementation.

**PROJECTS & CERTIFICATIONS:**

**Projects:**

1. **Business Analysis for EMR System Upgrade (Healthcare Project)**

* Focused on upgrading the Electronic Medical Records (EMR) system to improve efficiency and compliance.
* Executed a comprehensive analysis of healthcare client operations during the internship, identifying three major areas for improvement in efficiency and establishing KPIs to track ongoing progress after implementation.

1. **Business Analysis for ATS Upgrade (Applicant Tracking System Upgrade).**

* Analysed current recruitment workflows to identify gaps and gathered requirements for upgrading the Applicant Tracking System, improving candidate experience, automation, and reporting capabilities for HR teams.

**Certifications and Trainings:**

1. Business Analysis Professional, trained at the Centre of Excellence for Professional Development (COEPD)(IIBA-EEP).
2. Tableau Certified Professional via Udemy.
3. TCS ion Career Edge Young Professional Certification.

**LANGUAGES:**

* English
* Hindi