

ANAYTA NIKAM

BUSSINESS ANALYST

7678062439 anaytanikam@gmail.com

Pune, Mh (India)



https://www.linkedin.com/in/anayta-nikam-97771a280?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app

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

- Certified IT - Business Analyst from COEPD (IIBA -EEP)
- PGCM - Business Analyst - MIT Institute 2025
- JIRA MIT Institute 2025 (Workshop)
- E Learning HR Analytics I IIT Roorkee through Cursa

TOOLS

- BI Tool - Basic Power BI & Tableau
- Documentation Tool - MS Office
- Modeing tool - MS Visio 2007
- Prototyping tool - Axure 6.5 & 7.0 Balsamiq
- Reporting Tool - JIRA
- Database - My SQL

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

INTERNSHIP

Intern - Business Analyst | COEPD Capstone Project

Worked on a Food Delivery App project during certification internship; gained hands-on experience in BA practices, product workflows, and regulatory compliance.

LANGUAGES

- English, Hindi & Marathi

PROFILE SUMMARY

Certified Business Analyst with 6 years of experience in business analysis and HR, specializing in **BRD/FRD creation, process modeling (UCDs, flow diagrams), and SDLC execution across Agile-Scrum and Waterfall**. Skilled in translating business needs into user stories and managing the full solution **cycle GAP analysis, customization, UAT, and post-go-live support**. MBA in HR with **strong analytical, elicitation, and collaboration skills**. Proficient in **JIRA, MS Visio, and Agile tools to drive efficient, people-focused systems**.

WORK EXPERIENCE

Sahyadri Super Speciality Hospital Pvt. Ltd (Corporate Office), Pune, Sr. HR Executive MAY 2022 - PRESENT

- Acted as a key HR stakeholder from the client side for the implementation of a new HRMS software. **Collaborated with internal teams and external vendors to gather functional requirements, validate workflows**, and ensure the new system aligns with HR operations across recruitment, attendance, payroll, and performance management.
- Involved in user acceptance testing (UAT), process mapping, and training activities** to support a smooth rollout. Provided continuous feedback to improve system usability and supported change management by guiding end-users and ensuring minimal disruption to daily HR functions.
- Handeling end to end Super Specialist doctors recruitment

Fuhrung Technologist Pvt. Ltd, Mumbai JULY 2019 - MAY 2022
Junior Business Analyst I HRMS Software

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.

PROJECTS - HRMS DOMAIN

ROLE - BUSINESS ANALYST

Automated HR Operational Workflow and Employee Task Management I Waterfall Model I Duration 18 months

- Prepared **BRDs, FRDs, and specs for HRMS reporting and process flows using UCDs and prototypes**. Coordinated with business and IT through the SDLC (Waterfall).
- Led HRMS implementation, ensuring stakeholder clarity and improved HR operations and service delivery.

Agile Driven HRMS I Scrum Model i JIRA I Power BI & Tableau I 26 Months duration

- Managed key stakeholders and facilitated smooth implementation of the HRS online application. Led requirement analysis, solution design, and evaluation while **supporting end-to-end project delivery**.
- Collaborated with the PO to build and prioritize the **product backlog**. Worked closely with business and development teams to **translate requirements into user stories, and contributed to Gap, SWOT, and Decision Analysis with the client**