

ANAYTA NIKAM

+91 7678062439 | anaytanikam@gmail.com | www.linkedin.com/in/anayta-nikam-97771a280
Pune, Mh

BUSINESS ANALYST

Results-driven Business Analyst with 5 years of experience in HR analytics, process improvement, and digital transformation projects. Proven track record in requirement gathering, stakeholder management, and data-driven decision-making. Adept at working with cross-functional teams to deliver scalable solutions that enhance operational efficiency and business outcomes.

STRENGTHS AND EXPERTISE

Business Analysis	Agile Methodologies	HCM
Requirements Engineering	Waterfall	GAP, SWOT, Impact, Problem Analysis
Requirements Analysis	Product Development	UAT
Business Requirements	Scrum	Documentation
SDLC	BRD, FRD,	Use Cases, UML, Activity Diagram

PROFESSIONAL EXPERIENCE

Fuhrung Technologies Private Limited, Mumbai

Business Analyst - HR (Client - Nanavati Hospital, Mumbai)

Jan 2020 - May 2022

As an HR Business Analyst, I reduced recruitment costs by 25% through by improving sourcing strategies, improved referral programs. I cut time-to-hire by 30% by streamlining workflows . I built dashboards for real-time hiring insights and improved offer acceptance rates by 20%. I also supported internal mobility and helped automate key HR processes.

Accomplishments:

- **HR Process Optimization:** Analyzed and improved HR workflows, including recruitment, onboarding, performance management, and payroll processes, to enhance efficiency and compliance.
- **HR Data Analysis & Reporting:** Collected, analyzed, and interpreted HR metrics such as employee turnover, retention, and engagement to provide actionable insights.
- **HRIS Management:** Assisted in implementing and maintaining HR Information Systems (HRIS) to streamline employee data management.
- **Recruitment & Workforce Planning:** Collaborated with HR teams to forecast staffing needs, analyze hiring trends, and improve talent acquisition strategies.
- **Compliance & Policy Implementation:** Ensured adherence to labor laws, hospital regulations, and HR policies, while supporting audits and compliance reporting.
- **Employee Engagement & Performance Metrics:** Evaluated employee satisfaction surveys, performance appraisal data, and training effectiveness to enhance workforce productivity. Stakeholder Collaboration: Partnered with HR managers, department heads, and IT teams to identify HR challenges and propose data-driven solutions.
- **HR Automation & Digital Transformation:** Supported the integration of digital tools for payroll, attendance, and benefits administration, reducing manual efforts and improving accuracy.
- **Training & Development Support:** Assisted in identifying skill gaps and facilitated training programs for employees to enhance competencies and career growth.

Sr. Executive - Human Resources

Successfully reduced overall recruitment costs by implementing strategic sourcing methods, strengthening employee referral programs, and initiating direct campus hiring resulting in a 25% cost saving over 3 years.

Accomplishments:

- Manage end-to-end recruitment lifecycle for both medical and non-medical roles across departments.
- Source qualified candidates through job portals, social media platforms, and employee referral programs.
- Conduct initial screenings and interviews, and collaborate with department heads to finalize selections.
- Facilitate seamless onboarding processes to ensure effective integration of new hires.
- Maintain and regularly update recruitment MIS, including offer letters, ex-employee tracker, and rejoining records.
- Organize and execute monthly Internal Job Postings (IJP) to support internal mobility.
- Establish partnerships with nursing colleges and lead campus hiring initiatives.
- Prepare and present monthly recruitment review reports

EDUCATION

NMIMS University 2024

MBA- Human Resource Management (Distance Education)

Nirmala Niketan College - University of Mumbai 2017

MSW - Social Work and Administration (Full time)

University of Mumbai 2015

BA in Arts - Economy, Psychology & History (Full time)

CERTIFICATION

MIT Distance Education 2025

PGCM in Business Analyst

Essential of Agile Project Management

JIRA

IIBA - CBAP 2025

Certified Business Analysis Professional (CBAP)

LIVE PROJECTS

Agile-Driven HRMS Implementation - Led requirement gathering and sprint planning for HR digital transformation project

Waterfall Model - Automated HR Operational Workflow and Employee Task Management

TOOLD AND TECNOLOGIES

Power BI | MS Office | Tableau | JIRA | Visio | Axure