**Rhutik Pujare**
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**Professional Summary**

Aspiring Business Analyst with Waterfall experience and Agile. Studying Business Analysis at **COEPD IIBA Institute**. Skilled in requirements gathering, process mapping, and tools like MS Visio, Balsamiq, and Axure. Basic Power BI and Jira skills. Proven in delivering user-focused solutions.

**Professional experience**

**Informatic connecting tech pvt ltd. (Business unit of Integrated Personnel Service)**

From October 2024 - Present

**Project: Orzstack – AI-Enhanced HRMS Software**Role: Business Analyst
Module: Ai-tom Software (AI-driven ATS and Interview System)

Overview: Contributing to the development of Orzstack, a comprehensive HRMS platform, with a focus on the Ai-tom module, which integrates an ATS with AI-powered interview capabilities. This module is designed to streamline hiring and enhance decision-making with advanced AI functionalities.

**Key Responsibilities:**

* Conducting manual testing for the Ai-tom module, focusing on identifying and documenting bugs and errors
* Developing and maintaining detailed test cases to ensure software quality and reliability
* Attending daily scrum meetings with the project manager, developer, and consultant to ensure clear communication and alignment on project goals
* Collaborating closely with the project manager and developers for effective issue resolution
* Gathering and analyzing basic requirements from HR managers to align the module with user needs

**Outcome**: Enhanced the functionality and reliability of the Ai-tom module, contributing to a more effective and user-friendly solution for HR professionals.

**Professional Experience**
**Talent Acquisition Executive**
*Integrated Personnel Service, Mumbai*
*April 2022 – October 2024*
**Client:** JM Financial

* Facilitated stakeholder communication to understand and fulfill recruitment needs.

**Capstone Project 1
Project: Farmer-Friendly E-Commerce Application
Role: Business Analyst
Duration: 900 Man-hours**

**Overview: Led the development of an e-commerce app to improve agricultural procurement, using Waterfall for a structured approach.**

**Key Responsibilities:**

* Conducted requirements gathering and analysis
* Created Business Process Maps and visual documentation (use case, activity diagrams) in MS Visio, Axure, and Balsamiq
* Performed Gap, Stakeholder, SWOT, and Risk Analysis
* Managed Change Requests and User Acceptance Testing (UAT)

Outcome: Delivered a user-friendly app within timeline and budget, earning commendations from stakeholders.

**Capstone Project 2
Project: Scrumfood – Fast Food Chain Application
Role: Business Analyst
Duration: 8 Sprints**

**Overview: Led an agile-based project to develop Scrumfood, a fast-food app focused on efficient ordering and delivery.**

**Key Responsibilities:**

* Developed 40 user stories with acceptance criteria, mapped to business value and complexity
* Managed product and sprint backlogs, with prioritization in Jira
* Led sprint planning, daily scrums, sprint reviews, and retrospectives
* Facilitated stakeholder engagement for continuous feedback

**Outcome**: Delivered a reliable, user-friendly app with real-time tracking, praised by stakeholders and users.

**Top of Form**

**Bottom of Form**

**Education**
**Bachelor’s in Management Studies**
Patkar Varde College
2018-2021

**Interest -** Cricket, Music