

Business Analyst

CORE COMPETENCIES :UML Diagrams, Use Case Description Document, BRD Documentation,Scrum

PRESENT

- Agile
- MS Visio
- Azure RP
- Balsamiq
- My SQL
- Tableau, Power BI
- JIRA

Chennai

- Sourcing, screening, and shortlisting resumes through various job portals.
- Shortlisting the resumes based on the job requirements. Conducting telephone and personal interviews.
- Preparing offer letters, job descriptions, completing joining formalities, and documentation.
- Preparing final settlements, gratuity, leave, salary, and all employee benefits.
- Maintaining employee's personal files and records, communicating HR policies and across the organization at all levels.
- Preparation of full and final settlement generation of Experience letters, Relieving letters.
- Keeping track of Confirmation, Appraisals, and Increments of employees.
- Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, absenteeism, notice, warning letter, showcase notice, experience/service certificate, relieving letter.