# **JAISHREE.T**

# Business Analyst

I am a highly motivated Computer Science major eager to launch my professional career in the tech industry. With a strong foundation in programming and problem-solving, I bring a natural talent for learning quickly and adapting to new environments. My curiosity drives me to explore innovative solutions and stay updated with emerging technologies. I am fluent in English, both written and spoken, and possess excellent communication skills that enhance my ability to collaborate effectively in diverse teams. I am seeking an opportunity where I can contribute, grow, and make a meaningful impact.

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

# PROJECT DETAILS

PRESENT

# **SKILLS**

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

### CONTACT

#### **Phone**

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#### **Email**

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#### **Address**

Chennai

### **EDUCATION**

#### 2013-2017

2017 - 2018

#### **Kingston Engineering College**

 Computer Science And Engineering

## **EDUCATION**

#### 2013-2017

### **Kingston Engineering College**

• Computer Science And Engineering

### CERTIFICATION

Certified IT-Business Analyst from COEPD(IIBA-EEP)

WORK EXPERIENCE

#### Zealous Services Private Ltd - Kodambakam

• Sourcing, screening, and shortlisting resumes through various job portals.

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   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.