

MAYUR SHIRALKAR

BUSINESS ANALYST

Siddhant Residency, Flat No: 18, Bhelkenagar, Kothrud, Pune - 411038
mayurshiralkar07@gmail.com
+91 9765792172

SUMMARY

Aspiring Business Analyst with a strong foundation in management and analytical thinking. Skilled at streamlining business processes, translating complex requirements into actionable insights, and supporting cross-functional teams to drive efficiency and deliver value. Eager to contribute to data-driven decision-making and continuous process improvement.

SKILLS

- Requirement Gathering
- Communication
- Documentation
- Balsamiq
- MS Office
- Project Management
- Stakeholder Management
- BRD, FRD, SRS, PVD, MOM

INTERNSHIP & PROJECTS

Business Analyst, Olatech Solutions Ltd, Pune

Apr 2025 - Till Date

- Documentation: BRD, FRD, SRS, PVD, MOM, Project Closure, and Sign-Off.
- Stakeholder Management: Communication with stakeholders and clients.
- Cross-Functional Collaboration: Working with developers, quality analysts, and designers.
- Testing Experience: Functional testing across Website, ERP, and CRM domains.
- User Story Creation: User flows, use case specifications, and documentation.
- Agile Practices: Daily standups, sprint planning, and agile methodology.

Java Software Developer, SecureUP, Pune

Jan 2024 - July 2024

- Led development of an system named "Social Media Tool Analysis", achieving its operational efficiency.
- Design, Development, Testing of the Application using Java and Advance Java Technology.
- Worked on the Friendship Relation module and networking between the clients.
- Implemented messaging and notification strategies, for its user friendly nature of work.
- Preparing documentation and visuals for the SMT for the connection with communities.
- Test cases with modules and following the SDLC methodologies.
- Preparing reports out of the visuals, and dashbaords.

EDUCATION

Business Analyst, Centre of Excellence for Professional Development

5th Oct 2024 - Till Date

MCA (Management), MIT WPU, Pune

Aug 2022 - Jul 2024

CGPA: 8.20

- Participating in the Ideathon.
- Member of MIT WPU, Adventure Group Club.

BBA(CA), Kaveri College of Arts, Science & Commerce.

Aug 2019 - Apr 2022

CGPA: 8.80

- Member of Kaveri Entrepreneurship Development Cell.
- Worked as the “Earn & Learn” student from Karmveer Bhaurao Patil Yojana from SPPU.

ADDITIONAL INFORMATION

- **Date of Birth:** 07.02.2001.
- **Languages:** Marathi, English, Hindi.
- **Certificates:** Project Management Foundation (LinkedIn), What is Business Analysis (LinkedIn).
- **Awards:** “Student Lecturer” on “Cyber Security Awareness” - Received Cheque and Certification of Appreciation.
- **Nationality:** Indian.
- **Martial Status:** Unmarried.
- **Hobbies:** Travelling, Basket Ball.
- **Strength:** Quick Learner, Leadership.