

MAYUR SHIRALKAR

BUSINESS ANALYST

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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.

SKILLS

- Requirement Gathering.
- Client Communication.
- Documentation - BRD, FRD, SRS, PVD, MOM, PCD.
- Balsamiq - Tool (Wireframing)
- MS Office.
- Project Management.
- Stakeholder Management.
- Team Management.

EXPERIENCE

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 Intern, SecureUP, Pune

Jan 2024 - July 2024

- **Application Development:** Design, development, and testing using **Java** and **Advanced Java** technologies.
- **Module Ownership:** Worked on the Friendship Relation module enabling client networking.
- **System Enhancement:** Implemented messaging and notification strategies for improved usability.
- **Documentation:** Prepared visuals, technical documentation, and connection flows for community integration.
- **Testing:** Created and executed test cases while following SDLC methodologies.
- **Reporting:** Developed dashboards and reports based on system visuals for analytical insights.

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.