

SMITALI SAKA

BUSINESS ANALYST

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OBJECTIVE

To join a dynamic organization that provides a collaborative and innovative environment, allowing me to effectively engage with clients, contribute to business solutions, and advance my professional growth.

SKILLS

- Documentation BRD/FRD
- Client interaction
- UML Users stories and Use Case
- Business Development
- Stakeholder Management
- Project Management
- Business Process Improvement

TECHNICAL COMPETENCIES

- MS Office
- MS Visio
- Axure RP PRO 7.0
- Balsamiq Mockup
- JIRA

BASIC DETAILS

- Languages- English, Hindi, Marathi
- Location- Pune
- DOB - 25th October 1991

PROFILE SUMMARY

Certified Business Analyst with a strong foundation in analysing business processes, eliciting requirements, and delivering IT-driven solutions to enhance organizational efficiency. Over 7 years of experience in business analysis, documentation, stakeholder collaboration, and reporting. Adept at bridging the gap between technical teams and business needs.

EXPERIENCE

NUVAMA INVESTMENT SOLUTIONS	JUN 24 - OCT 24
PURNARTHA INVESTMENT SOLUTIONS	AUG 23 - MAY 24
SHAREKHAN LIMITED - BNP PARIBAS	FEB 18 - MAY 23
GUNWANI & KOLAPKAR CA	JAN 16 - DEC 17

QUALIFICATION

Master of Commerce (M.Com) University of Pune	2015
BACHELOR OF COMMERCE University of Pune	2012

CERTIFICATION

NISM-Series-XXI-A: Portfolio Management Services
Distributors Certification
NISM-Series-V-A: Mutual Fund Distributors Certification
Examination
NISM-Series-VIII: Equity Derivatives Certification
Examination
IT BUSINESS ANALYST CERTIFICATION: COEPD (Pune)

NUVAMA INVESTMENT SOLUTIONS - BUSINESS ANALYST

- Collaborated with development teams to develop the MARS application by gathering business requirements and translating them into technical specifications.
- Authored Business Requirements Document (BRD) and Functional Requirements Document (FRD) to clearly define project scope, system functionality, and business processes.
- Identified and documented key application bugs such as incorrect portfolio performance calculations, delayed data updates, and misaligned user interface elements.
- Worked with QA teams to test and validate bug fixes, ensuring accuracy and consistency in results. Proposed solutions such as recalibration of performance algorithms, optimization of data refresh intervals, and redesign of the UI for improved usability.
- Conducted regular training sessions for end-users to facilitate the adoption of new features and improve overall system usage.

PURNARTHA INVESTMENT SOLUTIONS - BUSINESS ANALYST

- Worked on internal applications to streamline order processing for PMS (Portfolio Management Services) and AIF (Alternative Investment Funds), ensuring efficient and accurate workflows.
- Created Business Requirements Document (BRD), Functional Requirements Document (FRD), and Software Requirements Specification (SRS) to define project scope and system functionality.
- Developed process flow diagrams and UML diagrams to visualize system workflows and business processes.
- Collaborated with stakeholders to gather requirements and improve the functionality of the advisor product platform.
- Utilised Zoho CRM for generating client leads, scheduling meetings, and maintaining comprehensive client interaction records.
- Designed wireframes, mockups, and prototypes to improve UI/UX and streamline order execution processes.
- Identified and resolved system inefficiencies, enhancing the accuracy and speed of order execution processes.
- Provided detailed training sessions for internal teams to optimize the use of internal and external tools, improving overall productivity.

SHAREKHAN LIMITED - BNP Paribas

- Worked on Sharekhan's trading platforms (Trade Tiger and Sharekhan App) to improve usability and optimize performance for retail and institutional clients.
- Conducted business case analysis to identify opportunities for automation and system enhancements.
- Developed process flow diagrams and UML diagrams to map trade execution workflows and identify inefficiencies.
- Created wireframes and mockups for UI improvements, enhancing user experience.
- Collaborated with development teams to address issues such as order execution delays, incorrect portfolio summaries, and system crashes during peak hours.
- Authored BRD and FRD documents outlining system requirements, functional enhancements, and user stories.
- Designed training materials and conducted workshops for clients and internal teams to improve understanding and adoption of the platforms.
- Provided insights for new feature enhancements, including advanced charting tools and personalized trading alerts, based on user feedback.

GUNWANI & KOLAPKAR CA

- Performed gap analyses on organisational compliance practices, identifying areas for regulatory improvements.
- Created business case documents, ensuring accuracy and alignment with industry standards.
- Conducted process audits and provided actionable insights to enhance operational efficiency.
- Developed process flow diagrams to document and improve compliance workflows.