BHAKTI KAVITKAR

SUMMARY

A competent and seasoned professional with a proven track record of excellence in financial analysis, client management, and strategic planning, including expertise in Agile and Waterfall methodologies. Possesses strong skills in financial risk assessment, requirement gathering, and project coordination. Adept at delivering client-centric solutions while ensuring the successful achievement of organizational goals.

PROFILE HIGHLIGHTS

- Comprehensive knowledge of Agile frameworks, including Scrum and Kanban, as well as Waterfall project execution
- Expertise in fund flow management, financial modeling, and credit risk assessment.
- Skilled in gathering and analyzing requirements, preparing functional and technical documentation, and facilitating seamless project delivery.
- Proficient in business planning, risk analysis, and performance monitoring.
- Strong ability to lead cross-functional teams, train new team members, and ensure high-quality deliverables.
- Client-focused professional with experience in fostering long-term relationships and driving revenue growth.

EXPERIENCE

Business Analyst, 08/2021 - Current
ICICI BANK - Pune**,** India

- Engage with clients to gather business requirements, analyzed business requirements, translating them into detailed Functional Requirement Documents (FRDs) ,conduct gap analyses, and translate them into actionable technical specifications.
- Facilitate and actively participate in requirement-gathering sessions to define and document functional specifications, configurations, enhancements, and custom reports.
- Analyze existing systems and databases, recommending enhancements to address business needs effectively.
- Collaborated with stakeholders, developers, and QA teams to ensure the FRD accurately captured business needs.
- Conduct User Acceptance Testing (UAT) for the Finacle application, ensuring system functionality, compliance with business requirements, and smooth integration with existing processes.
- Create Use Case Diagrams, draft detailed User Stories, and develop comprehensive Business Requirement Documents (BRDs) to capture and communicate business needs and project objectives effectively.

Sales Officer, 06/2020 - 07/2021
Vision Creative Group - Pune**,** India

- Initiated client interactions, elucidated project scope, and secured unit bookings while ensuring cost transparency.

CONTACT

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SKILLS

- Agile and Waterfall Methodologies
- Fund Flow Management
- Client Relationship Management
- Business Process Improvement
- Risk Management
- Credit Risk Assessment
- Requirement Elicitation and Documentation
- Strong Communication

TECHNICAL SKILLS

- Operating Systems: Windows
- Financial Tools: Excel (Advanced), Tableau, Power BI
- Modeling Tools: MS Visio, Balsamiq
- Project Management Tools: Jira, Trello
- Databases: SQL

CORE COMPETENCIES

- Project Coordination
- Financial Planning & Analysis
- Client Relationship Management
- Credit Risk Assessment
- Metrics Tracking
- Training & Leadership

- Streamlined project management processes, fostering clear communication and facilitating successful unit handovers.
- Conducted comprehensive market research by thoroughly analyzing competitor sites in the Wakad, Pune vicinity through on-site visits.
- Gathered valuable insights to inform and compare strategic decisions, assess cost variability, and enhance market understanding.
- Implemented daily and monthly sales reporting mechanisms to track performance.
- Received the award for the best salesperson at the Indratej project for successfully selling 21 out of 50 units.

CERTIFICATIONS

- Certified IT Business Analyst From IIBA

QUALIFICATION

Bachelor of Science, Microbiology, 2018
Modern College of Science - Pune

Master of Business Administration, 2020
Indira College of Management - Pune

PROJECTS

Projects Using Agile Methodology Projects Using Waterfall Methodology
- Managed projects like mobile apps and e-commerce platforms using Scrum and Kanban.
- Collaborated with Product Owners to prioritize backlogs and define user stories in Jira/Trello.
- Worked with developers, QA, and stakeholders on cloud migrations and API developments.
- Improved team performance through retrospectives and delivered incremental value in each sprint.
- Tracked progress using burndown charts and velocity, aligning features with business needs.
- Defined scope and requirements for ERP implementations and system upgrades.
- Created project plans for regulatory compliance and infrastructure upgrades, meeting milestones on budget.
- Coordinated teams for sequential phases in custom software and data warehouse projects.
- Delivered high-quality solutions with thorough testing for web portals and security upgrades.
- Prepared documentation and provided training for HR systems and finance tools.

PERSONAL INFORMATION

- Notice Period - Available to Join Immediately
- Preferred Location - Pune