

Mayur Shiralkar

Business Analyst

Siddhant Residency, Flat No: 18, Bhelkenagar, Kothrud, Pune – 411038

mayurshiralkar07@gmail.com

+91 97657 92172

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 Limited

April 2025 – Till Date

Project Name: Wyizer.

Duration: 10th April 2025 – 9th June 2025

Methodology: Agile, **Domain:** Finance, NRI, Investment.

Role: Business Analyst.

Key Expectation:

Client Communication:

Maintained consistent and transparent communication with clients throughout the project lifecycle. Conducted regular meetings to gather inputs, share progress updates, clarify requirements, and ensure alignment between client expectations and project outcomes. Acted as a single point of contact for all project-related discussions and feedback.

Documentation – BRD, FRD, and PCD Sign-Off:

- Prepared detailed Business Requirement Documents (BRD) and Functional Requirement Documents (FRD) covering all website sections and functionalities. Collaborated with stakeholders to validate and finalize requirements. Managed the Project Closure Document (PCD) process, ensuring all deliverables were reviewed, approved, and formally signed off by the client.

Design, Development, Testing, Deployment, and Project Delivery:

- Oversaw the complete project lifecycle—from UI/UX design and development to testing, deployment, and final delivery. Coordinated with cross-functional teams to ensure timely execution, quality assurance, and seamless transition into production. Ensured that all milestones were achieved as per scope, schedule, and quality standards.

Project Name: Color Cloud.

Duration: 15th May 2025 – Till Date

Methodology: Agile, **Domain:** CRM, ERP – Inventory, HRMS, Service, Accounts, Sales.

Role: Business Analyst.

Key Expectation:

Client Communication and Coordination:

- Conducted daily stand-up meetings with clients to discuss project progress, address blockers, and align priorities. Maintained clear and consistent communication to ensure client requirements and feedback were accurately captured and implemented throughout the project lifecycle.
- Requirement Gathering and Analysis – Inventory Management Module:
- Collaborated with stakeholders to gather detailed functional and non-functional requirements for the Inventory Management module. Conducted interviews, workshops, and process walkthroughs to understand business needs, existing workflows, and improvement areas. Translated business objectives into clear and actionable technical requirements.

Documentation – BRD, FRD, User Stories, and Testing:

- Prepared comprehensive documentation including Business Requirement Documents (BRD), Functional Requirement Documents (FRD), and detailed User Stories with acceptance criteria. Coordinated with the QA team to design and execute test cases for the respective modules, ensuring that all deliverables met business and technical expectations. Participated in user acceptance testing (UAT) and contributed to defect tracking and resolution.

Agile Ceremonies and Project Management:

- Actively participated in daily stand-up meetings, sprint planning sessions (2–3-week cycles), sprint reviews, and retrospectives. Collaborated closely with cross-functional teams—developers, testers, and designers—to ensure timely delivery of sprint goals and continuous improvement through the Scrum process.

Java Software Developer Intern, SecureUP, Pune

Jan 2024 - July 2024

Project Name: Social Media Tool & Analysis.

Duration: 4th March 2024 – 25th March 2024

Methodology: Agile, **Domain:** Social Media and Analytics, Software Development

Role: Software Developer - Java

- **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, Kothrud, Pune **Aug 2022 - Jul 2024**

CGPA: 8.80

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

BBA(CA), Kaveri College of Arts, Science & Commerce **Aug 2019 - Apr 2022**

CGPA: 8.20

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

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.
- **Marital Status:** Unmarried.
- **Hobbies:** Travelling, Basket Ball.
- **Strength:** Quick Learner, Leadership.

Declaration

I hereby declare that the information mentioned above is true to the best of my knowledge.

Mayur Milind Shiralkar.