SHATAKSHI SWAROOP

Pune ,India ● 7309988552 ● swarooptakshi@gmail.com

⬚ linkedin.com/in/shatakshi-swaroop-078a07148/

Business Analyst

Work experience

Oct 2018 - Present	**Business Analyst**
	Aventri

Education

Jan 2021 - Pursuing	**B.Sc in Data Science and Programming**
	IIT Madras
	Qualified with >70% in First Batch of IIT for B.Sc Data science and programming
Jan 2020 - Pursuing	**Post Graduate Diploma in Business Management - Financial Management**
	NMIMS Global Access - School for Continuing Education
Jun 2017 - Apr 2019	**Master's in Business Administration - Information Technology**
	Symbiosis Institute of Computer Studies and Research
Jun 2013 - Apr 2016	**Bachelor of Arts in Economics**
	Lucknow University

Responsibilities

- Doing Kick-off calls, Requirement gathering, stakeholder management, requirement documentation. Interface setup, interface testing (unit testing, end-user testing, functional testing).
- Issue debugging, go-live calls, post-live support, issue resolution Gathering Business/Functional user requirements from clients.
- Understanding business requirements for new projects for documentation. Creating User stories as per user requirements.
- Developing/designing Sequence diagrams, flow diagrams, use case diagrams.
- Escalate concerns about project/product/process quality in a clear, timely, collaborative, constructive way. Participate in defect reviews or other project efforts, providing clear status when needed.
- Preparing user guides, helping training team in building videos. Good in meeting deadlines and good time management skills.
- Excellent productive relation with Management, Team Members, and Clients.
- Keen towards learning and implementing tools quickly and understanding the problem. Reporting issues to the development team and coordinating successful issue resolution.

Tools & Techniques

Scrum Process Framework	Jira & Confluence
Daily Scrum Meeting, Planning Poker, Sprint Backlog, 1on1 meeting	Documentation regarding modules and Tracking tickets on Jira

MS-word

Documenting the module flow and sharing with the support and client.

MS-Excel

Data dictionaries and documenting of sections of different module areas for tracking purpose.

BPMN

Making process flow charts for stakeholders and team understanding of the product.

Python (Basics)

Python libraries like SciPy , NumPy Matplotlib used on dataset

Invision

Dress code, basic mockup and design for the module.

Skills

Requirement Gathering and Analysis

Analysis and understanding of the module and client requirement and gathering the information to do impact analysis.

Teamwork and Collaboration

Instead of working in silos, scheduled sync up calls during the day to understand the progress and discuss queries and brainstorm solutions.

Communication Skills (Oral & Written)

Problem Solving and Critical thinking

Doing root cause analysis for the issues and bugs then solving them.

Time Management

Work well under pressure

Able to get all the requirements completed with the UAT testing before the deadline.

Certifications

- Introduction to Product Management - Amity Future
- Academy IBM Professional Skills: Collaborate Effectively
- IBM Professional Skills: Interpersonal Skills
- IBM Professional Skills: Solving Problems with Critical and Creative
- Thinking Google Ads Certifications
- Certificate of Excellence for Data Science Foundation Bootcamp by Dphi

Declaration

I, Shatakshi Swaroop, hereby declare that all information provided by me in this resume is true and authenticate to best of my knowledge.