

BUSINESS ANALYST

Surabhi Kibe
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EDUCATION

B.Tech(Chemical Engg.)
2012
Diploma in German Language
2011
B2.1 German Language
2013
*Certification in Agile Business
Analysis & Scrum Prodegree*
2020

KEY SKILLS

Microsoft Office Suite

SQL Expert

German Language Proficiency

MS Visio and Power BI tools

Agile Software Development

Team Leadership


AWARDS

Best Mentor for Quarter 2,
2020
Employee of the month

PROFILE SUMMARY

Business Analyst with over **2 years** of experience supporting business solution software and analyzing business operations, including more than **6 years' enriched experience** in Team Management, German Language, Process Improvement, Quality Control, besides others. Aiming to utilize my strong prioritization skills and analytical ability to achieve the goals of your company. Possess a B.Tech in Chemical Engineering and Certification of Competency in Agile Business Analysis & Scrum Prodegree.

PROFESSIONAL EXPERIENCE

BUSINESS ANALYST

SME (German)/Amazon Hyd/ 2020 - Present

- Develop business architecture using requirements such as scope, processes, alternatives, and risks.
- Analyze client's business requirements and processes through document analysis, interviews, workshops, and workflow analysis.
- Conduct 5+ levels of testing including functional, regression, user acceptance, integration, and performance to verify the client's needs are met
- Communicate client's business requirements by constructing easy-to-understand data and process models
- Translate stakeholder requirements into over 10 different tangible deliverables such as functional specifications, user cases, user stories, workflow/process diagrams, data flow/data model diagrams.
- Evaluate risks related to requirements implementation, testing processes, project communications, and training

CATALOG ASSOCIATE (GERMAN)

RBS (Vendor management) / Amazon BLR / 2015-2019

- Training and mentoring new hires on the aspects & concepts of current process; providing assistance and advise to peers & colleagues with their enquiries regarding the process
- Identify and reconcile errors in Amazon's German website data to ensure accurate detail page to make it User friendly.
- Participating in hiring for Amazon Development Center for the position of catalog associates
- Communicating with German vendors on daily basis to retrieve required information and documents on the designated product.

KEY IMPACT AREAS

Team Management

SDLC, BRD

Requirement Elicitation

Process Improvement Projects

Liaising & Coordination

Hiring, Training, Mentoring &

Development

EDI standards and processing

German Language Specialist

PRODUCTION OFFICER

Chemical Engineer/Symbiotec Pharmalab Ltd, Indore/ 2014-2015

- Designing Standard Operating Procedures (SOP) for individual End products to be manufactured in the Plant.
- Analyze Plant's occupancy time and motion study and processes through Chemical Material Balancing, document analysis, and workflow analysis to increase the Batch sizes (end-product size) of the products manufactured on daily basis
- Conduct Quality Audits of Plant, BMRs (Batch Manufacturing Records) and workers by reassuring their performance, documentation, weights of new Batch charged in the plant, Raw materials used and if all the process is being followed ideally.
- Evaluate risks related to requirements implementation, testing processes, project communications, and training