

# K ROSHANI JAISINGH

BUSINESS PROJECT  
Analyst

## Address:

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## SKILLS

- Agile methodology
- Scrum master
- Analytics & Reporting
- Workflow model & tracking (JIRA)
- Operations monitoring
- Process implementation / modelling
- Data collaboration
- Business process documentation
- Google sheet & Excel work
- People management
- Quality Analyst
- Skate holder Analyst
- Supply Chain management
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## OBJECTIVE:

Seeking a position to equip myself in the field of finance with core corporate values, grow personally & professionally and use the best of my knowledge & abilities to contribute optimally to the organization.

## ACADEMIC QUALIFICATION:

Degree/Level	Institution	Percentage	Year
MBA in Business analytics	Jain University	NA	2020*
BSc in Computer Science	KLE College	60%	2016
PCMB	SRN Adarsh college	65%	2013
SSLC	Shilpa Shree High School	70%	2011

\*MBA in Business analytics – pursuing

## WORK EXPERIENCE:

### 1. Business project Analyst in Embibe

(Nov 2019 - Present)

- Client and vendor management skills to gather and understand the business requirements, creating Epics & Themes
- Ability to estimate work effort at the project initiation stage as well as project milestones for business analysis/development activities with a progressively improved variance to the actual effort as scope and requirements are refined
- Collaborating with Business Process Owners to elicit, review and document requirements of the product (including use case, flowcharts etc.)
- Experience in analytics, problem solving skills along with cross-functional team
- Experience in Agile methodologies
- Overseeing the daily operations between the cross-functional team (system architects, developers, translation content team)
- Assigning the work to Vendors/Team/Aligned resources on a day-to-day basis and follow up for on-time submission
- Being the primary point of contact for in house Languages reviewers and validators
- Coordinating with business stakeholders.
- Coordinating with vendors/freelancers for monthly invoicing and payment.
- Proficient in preparing Analysis approach Document, Business Requirement Document (BRD), User stories, Functional Specification Document (FSD), Workflow Diagrams, Activity Diagrams and Process Flows.
- Reporting the progress of monthly/quarterly deliveries and initiatives to internal and client teams
- Attending the project meetings Analyze, prioritize work and to have clarity (Facilitate) and guide the different teams for the delivery.

2. Business process analyst in Truck Easy *(Apr 2019 – Nov 2019)*
  - Identifying process weaknesses and risks, bringing inconsistency to the attention of management, and highlighting areas of improvement and increase efficiencies within the organization
  - Facilitating process workflow, modelling in-order to collaborate on process improvements and automation Capabilities
  - Improved customer satisfaction ratings by addressing issues and Fostering timely resolution within TAT
  - Create, Maintain and Track reports utilizing MS Excel in form of graphs, charts, and tables
  - Track volume & staffing trends over an extended period
  - Evaluated employee skills and knowledge regularly, providing Hands-on training and mentoring to individuals with lagging skills.
  - Work closely with Operation management to assist them in enforcing schedule adherence and call time threshold guidelines for the campaign
3. Senior Executive & Team Lead in Helpy Hands Pvt Ltd *(Apr 2018 – Apr 2019)*
  - Created custom mobile applications using native technologies as per client specifications.
  - Worked on Excel and MySQL for the report
  - Handled end to end B2b & B2C operational work.
  - Support daily management of department duties including allocation labor, leading meetings, assigning job duties, and communicating with internal and external suppliers
  - Decreased vendor pricing, improved processes, and reduced redundancies.
  - Perform data gathering, root cause analysis and performance trending in order to develop appropriate process control changes
  - Generated daily, weekly, monthly reports to help management with making key decisions using Profit-Margin report, GMV etc.
4. Associate operations executive in Bro4U online services Pvt Ltd *(Aug 2016 – Apr 2018)*
  - Generated new business leads through direct customer Engagement, deploying inbound and outbound marketing calls.
  - Conducted field visits to meet corporate customers for business development.
  - On-boarding new vendors for projects.
  - Developed work-flow charts and diagrams to ensure production team compliance with client deadlines.
  - Generate invoices and submission after the completion of the Work.

## ACCOMPLISHMENTS:

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- Awarded twice as performer of the month at Bro4u online services pvt Ltd.
- Awarded as performer of the month at Helpy hands.

## CERTIFICATIONS:

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- Java & SQL at J-spiders Bangalore
- Android App Development at J-spiders Bangalore
- Microsoft Excel reporting on Udemy
- Scrum Course on Udemy
- Business analyst on Udemy

## PERSONAL DETAILS:

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- Date of Birth: 27-09-1995
- Nationality: Indian
- Sex: Female

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

(Roshani K Jai Singh)  
Date: 11<sup>th</sup> June 2021