



## Core Strengths

- Requirements Gathering and Documentation
- Six Sigma ( Yellow Belt certified )
- Problem-solving
- HRMS Analysis and Optimization
- Agile Methodologies (Scrum, Kanban,Lean)
- Time management
- Strategic planning
- Business performance analysis



## Tools

- JIRA
- Confluence
- VW MIS
- Figma
- Azure DevOps
- Power BI
- SQL



## Education

University of Pune Bachelor of Engineering(B.E.), Mechanical Engineering  
DY Patil college of engineering, Distinction

University of Pune Diploma in, Automobile,Govt. Poly, Awasari, MSBTE, First Class

University of AmaravatiSSC, Shivaji High School, Nandura, Distinction

# Sumit Dawale

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 Pune, Maharashtra, India.



## Sr Business Analyst ( 8.5 Years )

### Summary

Closely work with internal IT teams including product manager, data analyst and developers to obtain an in-depth understanding of the product requirement which includes Work Execution, Contract Management, Issue and Risk Management.

Hands-on experience with VW-MIS, Jira, Azure Devops applications (e.g. administration, configuration management, monitoring, debugging, and performancetuning). Having good analytical and programming capabilities.

Gain expertise in managing follow-ups during the production patching, maintenanceand release.

VW-MIS allows to explore the data within databases, helping you understand relationships, patterns, and trends that can inform your analysis.

Detailed diagnostics/analysis – Undertake diagnostic work to understand specificbusiness issues or problems in greater depth and reveal possible solutions.

### Project Execution :

- **Spearheading digitization** initiatives to modernize operations and enhance overall productivity within the manufacturing domain. ( **DXQ visualization of shop on screen.**)
- Executing an **e-commerce project** involves designing, developing, and implementing a comprehensive **online platform, integrating secure payment gateways**, optimizing user experience, and ensuring seamless logistics for efficient online transactions and customer satisfaction. ( **Hotel and Flight booking.**)  
( **Automatic generation of reports.** )
- Deploying a **Customer Relationship Management (CRM)** system to optimize customer interactions, strengthen relationships, and boost customer satisfaction.  
( **SCS system for entire organization.** )
- Conducting thorough **Supply Chain analysis** to optimize logistics, minimize costs, and improve the overall efficiency of the manufacturing supply chain.  
( **QMS Web application & Mobile application.** )
- Implementing a robust **Human Resource Management System (HRMS)** to streamline employee management and enhance organizational efficiency.  
( **HRMS : Human Resource Management System** )
- Integrating **Enterprise Resource Planning (ERP)** solutions for seamless data flow and improved coordination across various business processes.  
( **GIT call for vendor material.** )  
( **Digitalization of Material coverage calculation.** )

## **Iqlance Technology Pvt. Ltd.**

**Sr Business Analyst ( June 23 to Nov 23 )**

- **Lead wire framing and prototyping efforts** to create intuitive user interfaces, resulting in enhanced user experiences
- **Prepare proposal documents for projects**, conducting in-depth research, cost analysis, and risk assessments to secure project funding and management buy-in.
- **Creating user stories and acceptance criteria** which involves understanding the needs and expectations of users.
- Collaborated with **UX/UI designers and development teams** to convert wireframes into functional prototypes, aligning design concepts with business objectives.

## **ŠKODA Volkswagen India Pvt. Ltd.**

**Business Analyst ( Nov 2016 to March 2023 ) 6.5 Years**

- Effectively communicating your insights and **plans to cross-functional team** members and management
- VW-MIS is used to **clean and preprocess data**, ensuring its accuracy and consistency before analysis.
- Collaborated with cross-functional teams to identify and streamline **HRMS processes, reducing onboarding time by 30%**.
- Facilitated **daily stand-up meetings, sprint planning, sprint reviews**, and retrospectives, ensuring that team members were aligned with project goals and had a clear understanding of priorities.
- SQL used to **retrieve specific data from databases**, filter, and sort it according to your requirements. This is essential for extracting relevant information for analysis.
- Provide Support to Customer for their **tickets raised issues** they face while using software.
- Analyzing RFP's, **preparing proposals coordinating** with Solutions Architects for a proposed solution & preparing the final response
- Preparing **BRD, FRD, SRS, design document, meeting notes** and progress report etc. as per the requirement of project.

## **Tata Motors Pvt. Ltd.**

**Junior Associate Analyst ( Feb 2015 - Oct 2016 ) 1.8 Years**

- Assist senior BAs in **gathering and documenting** business requirements from stakeholders.
- Maintain and **update documentation** throughout the project lifecycle.
- Continuously **learn about the organization's products**, services, and industry to improve business analysis skills.
- Collaborate with **cross-functional teams**, including developers, designers, and QA testers.
- Strong communication, **problem-solving, and learning abilities** are essential traits for excelling in this role.
- Participate in **meetings, interviews, and workshops** to understand and analyze business needs.
- Develop clear and **concise requirement documents**, user guides, and other project-related materials.