

# Sanskрати Jain

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A dynamic, energetic, result-oriented seasoned professional with over 3 Yrs. of IT experience, with knowledge of Business Analysis, Process Consulting, BPM, Client Engagement Services and understanding of technology with focus on delivering business solutions.



## Skills

◆ Desktop Application : Microsoft Office Suite	◆◆◆◆◆ Very Good
◆ Database : SQL , Oracle & Procedures	◆◆◆◆◆ Very Good
◆ Tracking Applications : JIRA & Bugzilla	◆◆◆◆◆ Very Good
◆ Languages : C++ & Java	◆◆◆◆◆ Very Good
◆ Development Tools :Eclipse & Netbeans	◆◆◆◆◆ Good
◆ M Tools : Visio	◆◆◆◆◆ Very Good
◆ Data Structures	◆◆◆◆◆ Good
◆ BPM Products : Omniflow, OmniDocs, MDM , BAM	◆◆◆◆◆ Very Good



## Work History

◆ May 2017 - <b>Business Analyst</b>	
<b>Current</b>	<i>Newgen Software Technology, Mumbai, Maharashtra</i>

### PROFESSIONAL PROJECTS

#### YES Bank (08/2018 - Present)

- Documented business processes and analyzed procedures to align with changing business needs.
- Meeting clients to understand their CRM/BPM/Business and process

requirements.

- Maintained effective and cooperative working relationships with process owners, functional and technical team members and users.
- Conducting SIT and UAT.
- Systems Implementation & Delivery .
- Business process mapping.

#### **Account Opening (CASA : Current & Savings):**

- Digitized the flow of customer requests for opening their accounts at various branches and NOCs , along with the document flow and approval process.
- Regularly interacted with business to understand their need and providing a prototype which is ease-of-use to users.
- Conducted business meetings with Branch and Operations team to gain deep knowledge about their functioning.

#### **Account Instructions :**

- After account is opened , there are requests to update certain instructions such as Email Id update, telephone update, updating KYC details etc for a particular customer id.
- Digitized the complete process and have managed the flow.

#### **Petty Cash Settlement workflow:**

- A business process flow to manage internal tracking of field forces who claim their various amounts spent for various expense natures such as mobile, conveyance etc.
- Maintained documentation, FSD preparation, Unit testing, Customer delivery, SIT & UAT.

#### **General Ledger Proofing and Base Paper tracking system:**

- Documented requirement by Fraud Containment team to design a flow to audit the department and track all transactions they have done.

#### **Instant Account Opening (ICASA)**

- Requirement was to design a flow to indent insta-kits requested by various branches , in need to open customer accounts. Tracking its flow until account is opened.
- Requirement gathering , FSD preparation , development tracking , and successfully business's Go-Live.

Worked on other corporate digitization projects for Locker, Demat, TD, CMS Collection , CMS Payment.



## **Appreciations**



- Got Excellence Award for project performance and Go- Live of projects at Yes Bank (Newgen Client).
- Achieved Pat on the Back Award for consistent good performance in all delivered projects.



## **Education**

- ◆ **Jan 2020 - Current**    **MBA: Business Management**  
NMIMS - Mumbai  
Pursuing distance MBA course from NMIMS Mumbai , NMIMS Global Access - School for Continuing Education (NGASCE)
- ◆ **Apr 2013 - May 2017**    **Bachelor of Engineering: Computer Science**  
IPS Academy - Indore  
Cgpa : 7.8
- ◆ **May 2012 - May 2013**    **Senior Secondary: Science**  
Vatsalya Public School - Mandsaur  
Percentage : 82.6%
- ◆ **May 2011 - May 2012**    **Higher Secondary**  
Vatsalya Public School - Mandsaur  
Cgpa : 9.6