**PRACHI HOLKAR**

Business Analyst

**Contact Details**

holkarprachi@hotmail.com

+91 7415211475

Navi Mumbai, MH 400701

**Professional Skills**

* Advance Excel
* MySQL
* Tableau
* MS Visio
* MS Office
* Google Analytics
* Azure DevOps
* Jira
* Wireframing
* Business Requirement Gathering
* Business Requirement Analysis
* User Acceptance Testing (UAT)
* Enterprise Implementation

**Certificates:**

* Google Analytics
* Business Metrics by **Duke University**

**Personal Skills**

* Hardworking
* Multitasking
* Focused
* Analytical thinking
* Problem Solving Abilities

**Professional Summary**

Enthusiastic Business Analyst eager to contribute to team’s

success through hard work, attention to detail and excellent

organizational skills. Motivated to learn, grow and excel.

**Work History**

**Reliance JIO Ghansoli, Maharashtra**

**Business Analyst Nov 2018 to Current**

**JioBusiness Selfcare (Enterprise)**

* Engaged with stake holders to gather and discuss business requirement
* Supported in business planning and analyzing to ensure project

deliverable meet requirement and deadline

* Processed product’s requirement into functional requirements, use

cases, test cases, workflow/ process diagrams and data flow diagrams

* Ensured the effective scoping of projects including the identification

and management of dependencies to minimize the number and size of

change requests to original scope and solution

* Engaged with design team to incorporate usability and user interface
* Tested and identified errors/ bugs of product to validate solution
* Interpreted data, analyzed results using statistical techniques and

published dashboards

**Reliance JIO Ghansoli, Maharashtra**

**Quality Assurance Analyst Oct 2017 to Oct 2018**

**JioBusiness Selfcare (Enterprise)**

* Assisted senior analysts with test planning and design
* Wrote and optimized test cases to maximize success of manual

testing with consistent, thorough approaches.

* Conducted and documented various types of tests with

accordance to organization

* Analyzed website for testing and bug tracking
* Identified and tracked defects and supported developers in

resolving problems by completing additional tests.

**Education**

**Bachelor of Engineering Aug 2013 to May 2017**

**Computer Science**

Indore Institute of Science and Technology, Indore