

Ekta Mehrotra

Email : ektakhanna088@gmail.com; Mobile No:9840163303

Address: Ganga Arcadia Kharadi Mundwa Pune-411014 (M.H)

SUMMARY

- I am a self-starter, meticulous and extrovert **Business Analyst Operational** with **5 years** industry experience for **Web Based Technology** product in R&D department
- Extensive management and supervisory experience in the **Retail, Hospitality, eCommerce (Magento, WordPress)** domain and **PeopleSoft Timesheets HCM (Time & Labor)**.
- Engage with the offshore R&D Scrum team, onsite stakeholders to define & drive the product
- Roadmap for various epics and user stories delivery inline.
- Coordinate with top management in understanding different process plans, business process and functionality in depth.
- Proficient in methodological in **Wireframing, Functional Requirement Documentation, dashboard presentation** with inline solution delivery proposal.
- Expert understanding of **SDLC and Agile methodology**.

PROFESSIONAL SYNOPSIS

- Expertise knowledge of **Retail, ERP, PeopleSoft Timesheets HCM (Time & Labor), and CRM** domain with focus on upcoming trends.
- Lead from the front on **business process requirements** gathering/ strategic road map, **conducting workshops** with stake holders, doing fit-gap analysis and coming out with detailed specification.
- Engage with the **business development team** during the strategic development to achieve designed sales target.
- Responsible for creating **strong business cases** supported by compelling value propositions with product demonstration.
- **Training** the new joiners by giving functional and technical knowledge related to the Products and services.
- Preparing Business Specifications, **Test Cases & Documentation** as per industry best practices.
- Work effectively with cross-functional teams globally; assimilating requirements, driving results to bench mark the product.
- **Customer retention, escalation handling, relationship management, financial and legal.**

ACHIVEMENTS

- Acted as **single point** of contact between **Management and Clients** from solution planning, sizing, to fulfillment and execute the strategy through tracking product metrics and data analytics as per the defined roadmap.
- Recognized for giving remarkable support for **developing new business and solution delivery**.

ONSITE COORPORATE CLIENTS

- [Airtel.](#)
- [Maruti Suzuki](#)
- [Escorts](#)
- [Jaypee Groups](#)

EXPERIENCE

Business Analyst

[Digital Intelligence Systems, LLC](#), Chennai

Dec-2015 to Aug-2017

Responsibilities: -

- Responsible for supporting the business on auditing transactions.
- Follow up and monitoring of the time sheets of consultants on regular basis.
- Review the Timesheet of consultant, Research and resolve the issue with HRBP.
- Analyze deviations/findings from agreed process during transactional analysis.
- **PeopleSoft** process flow. (HCM – Time & Labor)
- Review expenses incurred by consultants in **CONCUR solution**.

Assistant Manager-CRM,

Country Club India, New Delhi

Jul-2012 to Feb-2015

Responsibilities: -

- Understanding the client requirements and ensure that deliverables are in line with client expectations by making solution it more understandable and user friendly for nontechnical-user.
- Client acquisition campaigns for product and service demonstration for US and Middle East clients by setting up to go live.
- Engage with Dev team and decide the development / releases road map for various epics and user stories.
- Setting departmental objectives, work schedules, policies, and procedures.
- Training the new joiners by giving functional and technical knowledge related to the product.
- Product positioning and branding.
- Skilled in functional designing and coordinate with product owners during sprints.
- Preparation of SRS and Design document for scrum team.
- Tools used: MS Visio and Balsamiq

EDUCATIONAL QUALIFICATION

Qualification	University/College/School	Percentage	Year
BTech	Greater Noida Institute of Technology (GNIT), UPTU	70%	2008-2012

CO-CURRICULAR ACTIVITY

- **Student Placement Coordinator at GNIT for 2012 batch.**
- Lead the team for social event organized by BTech students at GNIT.
- Actively participated in social and technical events organized in college.
- Received badge for class president at school level.
- Participated in inter school and college Athletics.

PERSONAL DOSSIER

- Date of Birth : January 28, 1990
- Father : Mr. Krishan Kumar Khanna, Govt. Officer (SBI)
- Mother : Mrs. Ragini Khanna, Homemaker
- Spouse : Mr. Ashish Mehrotra
- Permanent Address : **16/42 Civil Lines Behind Income Tax Office, Kanpur U.P**
- Hobbies : Listening to music, Web Surfing, Explore new places
- Personality Traits : Leadership, Patience, Punctuality, Sincerity, Adaptable, Fast Learner
- Language Proficiency: **English and Hindi.**