SHRADDHA BANSAL

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# PROFESSIONAL SUMMARY

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| *Business Analyst with Masters in Management Studies from Duke University and hands on experience in analyzing business operations. Proven track record of planning, and providing solutions for high-priority business goals and strategic senior management decisions. Managed and led large project teams with a focus on ensuring on-time delivery of high-quality products. Proficient decision-making, leadership, presentation, communication, problem-solving and analytical skills with ability to interact at all levels and excellent attention to detail.* * Creative, highly-motivated professional with excellent communication, and interpersonal skills, capable of acting as the arbiter between client and developer with respect to project implementation.
* Excellent problem-solving, critical thinking, conflict resolution, negotiation, facilitation, and documentation skills along with good process management skills to gather requirements.
* Proven track record in producing high quality work under tight schedules and in multi-tasking to meet business goals and timelines.
* Flexible and Proactive in learning new technologies, taking new roles and challenges contributing high reliable resource to the organization.
* Participation in SDLC Waterfall and Agile software development lifecycle including: planning, requirements-elicitation, business process mapping, use cases, user stories, activity diagrams, functional specifications, SIT system integration testing, UAT user acceptance testing, deployment, quality assurance, dashboard, reporting, metrics assessment, documenting lessons learned, post-production support, user training, instruction manuals.
* Expertise in handling workload for multiple projects simultaneously with compelling multi-tasking and organizational ability for optimization of resources in budgetary constraints. Excellent time management skills and extensive team management experience for handing multiple teams and delivering the output.
* Experience of working with Project Manager and playing his role whenever so is needed.
* Have good experience of Data handling, Data mapping and Data analysis, along with experience in Business Process Modeling using Visual modeling tools such as Tableau, MS Visio.
* In-depth knowledge in creating artifacts like Business Requirements Documents (BRD), User Requirement Specification (URS), Use cases document and Requirements Traceability Matrix (RTM), as well as all the phases and methodologies of Software Development Life Cycle (SDLC) – Waterfall model, Agile Methodologies and Agile Scrum.
* Experience using Joint Application Development (JAD) sessions, interviews, focus groups and other elicitation methods to converge early towards acceptable design and feasible solution for the developers.
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# TECHNICAL SKILLS AND CERTIFICATIONS

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| * ***Certifications:*** *Data Analyst with Python, Intermediate R, Introduction to SQL*
* *Tools Used: JIRA, MS Office, MS Visio, Tableau, Office 365, Share point*
* *Programming Language: R, Python, MySQL, C++*
* *SDLC Models Used: Waterfall model, Agile methodology/Agile Scrum*
* *MS-Suite: MS Word, MS Excel, PowerPoint, MS Outlook*
* *Operation Research Techniques: Impact analysis, Risk analysis, Traceability matrix and GAP analysis*
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# Education

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| **Duke University**, The Fuqua School of BusinessMaster of Management Studies, Management Science and Technology (MSTeM) MajorElectives: Data Analytics with R, Blockchain and Cryptocurrency*;* GMAT Score: 720; GPA: 3.6GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY*Bachelor (Dual Degree)* |  |

# EXPERIENCE

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| GOVERN FOR AMERICABusiness Analyst* The scope of this project is to develop and implement marketing and fundraising strategies in order to increase funding.
* Work with the stakeholders (Subject matter experts and process owners) to understand Voice of customer, current state, problems and to identify ideal future state.
* Requirements gathering and requirement analysis to enable development and implementation of marketing and fundraising strategies to increase funding.
* Coordinating with Project Manager for gathering information on all business requirements for project tracking.
* Business analysis and interviews conducted with the stakeholders to draft user, functional, non-functional and integration requirements.
* Work on Data gathering, Data conversion, Data verification and validation and Data mapping.
* Project manage proposal and report submissions, including developing timelines for proposal/report development, managing the multiple components that are required for a final submission, and ensuring that all submissions are high quality and accurate.
* Environment: MS Office, Excel, Tableau, SQL, Jira

supreme court of indiaBusiness Analyst* The scope of this project was to evaluate the business needs of various players and this was accomplished through a thorough research-based knowledge of the business processes.
* Conducted extensive research and analysis, evaluated risks related to project communications and communicated the business requirements by constructing easy-to-understand Excel data models.
* Have worked with business/user group representatives to understand business processes and underlying informational processes.
* Researched the market trend and based on the collected information have assisted Product owner.
* Identified and reconciled issues and errors in client data to ensure accurate business requirements.
* Helped break the detailed work into manageable pieces; and interpreted and relayed legal information in a clear and concise format; and prepared easy-to-understand briefs accordingly.
* Excellent communicator and ability to understand complex logics; Studied organization-project, processes, policies and procedures to get a detailed understanding of the project.
* Connect with Business Stakeholders to gain insight on reporting needs and translating those needs into business specific metrics and other reports.
* Environment: MS Office, Excel, Word, Legal Domain, Agile methodology

E2R CONSULTANCY SERVICES Business Analyst* The scope of this project was to see through the implementation and post implementation phase of a new initiative for the client. It also included developing and implementing marketing strategies for the initiative.
* Conducted Modeling and Decision Analysis, analyzed quantitative and qualitative business data.
* Served as the liaison between the customer and the software development team through which the requirements flow.
* Examined marketing strategies and advised on creating innovative and effective project strategies.
* Worked closely with company executives to identify new business opportunities and routinely participated in the sales process; examined business practices and monitored competitors.
* Created logical and conceptual data models to show the entities, relationships and data mapping document to show the flow of data from multiple data sources.
* Presenting business stakeholders with periodic demos to showcase the functionalities being built.
* Develop and maintain a product roadmap for reports and analytics, and manage a product pipeline of new reports and analytics based on business priorities.
* Interacted with premium buyers to understand their expectations/feedbacks for the products.
* Provided post implementation support and resolved user issues based on priority.
* Environment: MS Office, Excel, Tableau, Consulting Domain

AIESEC IN INDIAProject Manager, International Relations* The scope of this project was to develop and implement client relations and partnership strategies in order to build and maintain the relations between India and the Middle East & Africa region.
* Best Collaboration Award for building India-Egypt Partnership after successful implementation.
* Created presentations in a concise, well-researched manner on new project ideas and opportunities by collaborating with executives and integrating business solutions with organizational goals.
* Led and trained up to 25 teams across India; Planned, strategized and managed operations.
* Worked with the business stakeholders to rationalize and prioritize the business requirements.
* Gathered requirements using one on one interviews, document analysis and Introspection methods.
* Balanced multiple priorities simultaneously to adapt to the changing needs of the business while meeting deadlines; Generated various Daily status, weekly, Monthly and Quarterly reports.
* Worked closely with Business Owners and different teams on cutoff date and making sure the project is following the timelines and cutoff date is achieved.
* Experience working with cross functional teams to understand growth of teams in the organization.
* Environment: MS Office, Excel, Word, PowerPoint
 | July 2020 - Present 2019*2017*2016 *–* 2017 |
| AIESEC in delhi iitSenior Program Manager* Worked on multiple projects with the Project Managers and Senior executives. The scope of these projects was to develop and implement strategies to improve both the quality and the sales.
* Led, trained and mentored cross-functional teams of upto 30 people and served as the liaison between different cross-functional departments.
* Raised INR 291,000 for the development sector by driving change and partnering up with over 50 NGOs in the NCT of Delhi after successful implementation of the strategies.
* Helped analyze, identify, track, manage project risks, issues, and changes using Excel Models and a consistent approach to ensure that the team avoids preventable failures.
* Was responsible for performing various Cost benefit analysis, Risk assessment, and SWOT analysis.
* Balanced multiple priorities simultaneously in order to adapt to the changing needs of the business while meeting deadlines and handled escalated subject matter issues regarding specific projects.
* Created internal documentation to streamline several procedures.
* Conducted walkthroughs/demo sessions with end users to make them comfortable with the new system and features.
* Experience working with cross functional teams to understand growth of teams in the organization.
 |  2015 *–* 2016 |
| Junior Program Manager* Worked with the Senior Business Analysts and Project Managers on various projects and managed the sprints of the Project.
* Led and trained a team of 8 defining, establishing, and facilitating the team’s project framework, including meeting cadence, structure, logistics for the team to work efficiently.
* Created the Project initiation documents, Project charters and project planning documents.
* Efficiently collaborated with Business Owners/Users, third party vendors and senior stakeholders.
* Generated and automated various Daily status, weekly reports, and Monthly and Quarterly reports.
* Analyzed client’s business requirements, processes, policies and procedures to drive business results; Developed analysis and methodologies in response to business needs; prepared and presented recommendations to senior management.
* Environment: MS Office, Excel, Word, PowerPoint
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# additional information

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| Started a Consulting Interest Group with my peers at Duke. Extensive Volunteer work in tutoring, counseling, caretaking, helping at numerous NGOs. Organized various events at AIESEC including recruitment campaigns, cleanliness-drives, educational events for underprivileged children. State level Table tennis player in India. State champion in UCMAS abacus training. Fluent in English, Hindi. |