



Sai Krishna Ayitha

+91-9502737148

saikrishna.ayitha@gmail.com

Hyderabad, India 500019

SKILLS

- Technical Design Documentation
- Decision Making
- Customer Communication
- Executive-Level Presentations
- Attention to Detail
- Presentation Delivery
- Project Management
- Adaptability and Flexibility
- Investigative Approach
- Documentation Management

LANGUAGES

English

■■■■■■■■■■
Bilingual or Proficient (C2)

Dutch

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Beginner (A1)

Telugu

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Bilingual or Proficient (C2)

Kannada

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Advanced (C1)

Tamil

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Intermediate (B1)

Hindi

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Upper intermediate (B2)

PROFESSIONAL SUMMARY

Seasoned Business Analyst offering 4 years of industry success. Expert on business and systems requirements, user acceptance testing and end-user training. Accomplished at leveraging past lessons to inform future decision-making. Successful at responding to shifting business needs and priorities in systematic way. Well-versed in operational assessment implementations and conducting functional requirements analysis for businesses of all sizes. Quantitative expert with exceptional speed in analysis of quarterly and annual reports and providing comprehensive syntheses.

WORK HISTORY

June 2020 - Current

Business Analyst, People Tech Group, Hyderabad, India

- Project Domain : Automobile
- As CSM, handling scrum ceremonies and ensuring that scrum metrics are followed and adhered throughout delivery of the product.
- Analysed key aspects of business to evaluate factors driving results and summarized into presentations.
- Led cross-functional teams to analyse and understand enterprise-wide operational impacts and opportunities of technology changes.
- Conducted interviews with key business users to collect information on business processes and user requirements.
- Met with stakeholders to establish favourable business relationships and support mutually beneficial interests.
- Converting BRD's to FRD's and FRD's to technical documents and user creation meeting definition of done.
- Assigned tasks to associates, staffed projects and updated all involved parties to enhance optimal business flow.
- Identified process inefficiencies through gap analysis and outlined sensible solutions.
- Evaluated business requirements, leveraging information to forecast costs relating to hardware, software and consulting.
- Collaborated with internal and external departments to respond to questions and concerns regarding project details.
- Created workflow diagrams to clearly demonstrate processes.
- Monitored employee tasks, evaluating information processing and performance to gauge business functions and inefficiencies.
- Spearheaded scrum team of over 15 developers and 12 testers throughout product delivery.
- Forecasted risks in projects and worked towards mitigating risk to ensure smooth deliveries.

October 2019 - June 2020

Business Analyst, Extech Ideas, Inc, Hyderabad, India

- Used both qualitative and quantitative analysis techniques frequently.
- Worked one-on-one with clients to improve requirements specifications.
- Collaborated on readiness and acceptance tests and verified programming changes made met client's needs.
- Gathered and documented requirements for projects.
- Effective communication in reporting statuses of product deliveries to external and internal stakeholders.
- Requirements gathering and prioritization of backlog .
- Handling Scrum ceremonies with product teams, and facilitating daily review meetings with internal and external stakeholders.
- Forecasted risks in deliverables and prioritized deliverables accordingly.
- Revised and reviewing planning documents for sprints and taking respective approvals from concerned stakeholders.

April 2019 - October 2019

Business Process Management Advisor, Sears IT and Management Services, Hyderabad, India

- Assessed business processes and identified ways to boost improvement.
- Analyzed and assessed functional and organizational activities.
- Performed quality assurance checks on transactions and account actions to assess compliance.
- Documented procedures and business processes and shared information with appropriate stakeholders.
- Collaborated closely with upper management to drive strategy through development and implementation of new processes.
- Diminished process gaps and encouraged optimal productivity by closely supervising workflow of claims analysts and mail clerks.
- Reviewed files, records and other documents to obtain business information and key data informing responses to development requests.
- Mapped current business and operational processes and recommended areas for improvement.

July 2017 - April 2019

Risk Management Analyst, Amazon India Dev.Centre, Hyderabad, India

- Developed short-term goals and long-term strategic plans to improve risk control and mitigation.
- Design and implementing test cases on risk management platform to ensure smooth transactions.
- Identify procedures and scenarios for risk control of services.
- Closely worked with multiple stake holders to ensure that end output meets te definition of done.
- Worked with multiple stakeholders in improving te product's operation efficiency.
- Spot areas of improvement to enhance operations efficiency.
- Implemented CBC program and helped operations team on e-commerce platform and saved average of \$5000 from FA.

EDUCATION

May 2017

Bachelor Of Technology, Mechanical Engineering
Lovely Professional University , Jalandhar, Punjab

CERTIFICATIONS

- Certified Scrum Master , Scrum Alliance
- Trained AWS Solution Architect