



SUMIT PUROHIT



Personal information

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Address –
Plot no.21 Vinayakpur , Kanpur.

Father Name –
Mr. A.S.Purohit

Hobbies -
Travelling , Reading books



About me

I am a dedicated, organized and methodical individual. I have good interpersonal skills, am an excellent team worker and am keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas. I have an active and dynamic approach to work and getting things done. I am determined and decisive. I identify and develop opportunities.



Summary

Business Analyst with over 3+ years of experience supporting business solution software and analyzing business operations. Aiming to utilize my strong prioritization skills and analytical ability to achieve the goals of your company.

Additional experience of 1 year has been gained in the areas Marketing and business development professional with three years of skilled experience focusing on marketing management, customer relationship management, and planning and execution of the marketing strategy.



Work experience

Metaweb Technologies Private Limited

2017 - Present

Place : Noida (U.P)

As a Business Analyst :

- Worked on major tools ,Wireframe, Magento , Microsoft Word, PowerPoint, MS Project , Adobe XD ,SQL ,CMS, Prototype tools and design visualizations to explain the findings.
- To Develop test cases ,user stories and Apply Agile based requirements gathering.
- To Designed and implemented workflows using UML modules for logistics process.
- Developing Business Requirement Documents (BRD), Functional Requirement Documents (FRD) and Preparing Comprehensive Request For Proposals(RFP).
- To Collaborate with stakeholders, both internal and external, to translate business requirements into user stories for the development teams to implement.

Liteup Polycab Private Limited

2016 - 2017

Place : Kanpur (U.P)

As a Sales Executive :

- To appoint new dealer and distributor in the specific area (Kanpur and Lucknow).
- Conducting market research to identify selling possibilities and evaluate customer needs.
- To solve queries of the client for the product and to analyze the competition brand closely.
- To recommend new opportunities and improvements for maximizing profits.



Education



Language

English : Fluent

Hindi : Fluent

Bachelor of Business Administration (B.B.A).

From C.S.J.M Kanpur University

2013-2016

Higher Secondary School

From Maharana Pratap Education Center

2011-2013

High School

From Maharana Pratap Education Center

2010-2012



Certifications

- Certificate in Microsoft Office Excel (2017).
- Certificate in Entry Certificate in Business Analysis (**ECBA**) in (2017)
- Certificate in National Commerce Olympiad (2011).



Core Skills

Technical Skills

✓ SDLC



✓ Data Analysis



✓ SQL



✓ Project Management



✓ Python



Signature:.....