**MOHIT JHUNJHUNWALA**

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# BUSINESS ANALYST

Over 7+ years of work experience as a Business Analyst and Project Manager in Banking and Consulting domain in Deployment of Various software applications. Aiming to use my strong Business analysis & Project Management skills to achieve the goals of your company.

# Expertise Highlights

* Creative and innovative thinker, with excellent communication skills bringing energy, enthusiasm, and leadership to problem resolution
* Eliciting requirement and preparing wireframes based on the requirement gathered
* Excellent writing skills in preparing Business requirements documents (BRD), software requirements specifications (SRS), Test case document, functional specifications, and defining project plans.
* In-depth knowledge of system development required for the business processes
* In depth knowledge of Iterative Software Development Life Cycle process (SDLC) at all stages
* Conducted training sessions & gave Product presentation to clients
* Conducting User Acceptance Testing (UAT) and verifying performance, reliability, and fault tolerance issues.
* Ability to work under pressure and handle multiple tasks

**PoliticalEdge Pvt Ltd, Project Manager, July’19 – Present**

*PoliticalEDGE helps Politicians Bridge the gap between them and the public by effectively using its research, technical and communications capabilities.*

* Create project plans, milestones, timelines, resource requirements etc. for project implementation.
* Design processes for new projects, set operational metrics for tracking them, own their end to end execution.
* Strategizing and executing all project related initiatives from management side and troubleshooting to activations.
* Measure project performance using performance indicator
* Coordinate cross functionally internal teams to execute projects effectively.
* Managing finances of the project including budgeting and forecasting
* Responsible for entire SDLC of a project from inception to implementation
* Strategizing and ideate long term and short term action plan for the clients, along with the Directors
* Showcasing proactive stakeholder management to ensure long-term relationship of the firm with our clients.
* Maintains documentation on an ongoing basis and ensures that all filing is up to date.
* Generate daily report for Directors and clients showcasing day-on-day progress of the project/new initiatives

**Jarvis Technologies – Sr.BA/Associate Program Manager (January 2018 to June 2019)**

*Jarvis is a management consulting firm. It offers a broad array of Technology and Strategy consulting services to Individuals, Political Parties, small business houses, commercial banks , etc. Project goal is to create a platform and resolve the issues client faces in their process and assisting with transition process, training (creating user manual) and testing.*

* Working for Client GM as BA/PM
* BA/PM for creating a single platform for communication channel across levels
* Gathering Project Requirements
* Creating Requirements specifications & Translating requirements to the team
* Sprint planning
* Perform acceptance testing
* Conducting Daily scrum calls with all the teams in the project
* Leading project planning sessions
* Coordinating with staff and internal resources
* Managing project progress and adapt work as required
* Ensuring projects meet deadlines
* Managing relationships with clients and stakeholders
* Designing and signing off on contracts
* Overseeing all incoming and outgoing project documentation
* Conducting project review and creating detailed reports for executive staff
* Optimizing and improving processes and the overall approach where necessary
* Securing growth opportunities and initiating new projects
* Managing large and diverse teams

**BGM Innovations – Senior Business Analyst (January 2016 – December 2017)**

*BGM Innovations**is an Education Start up, XAMCHECK product delivers a seamless mix of standardize content, evaluations on personalized content based on the exam performance. Also provides consulting various organizations on impact evaluation and product development in education sector.*

* Develop & implement solutions and validate functionality based on analysis of business requirements
* Coordinate with various support teams in estimation & approval of requests, definition of specifications and project scope.
* Prepare system & user acceptance test plans and conduct workshops, training sessions, presentations and walkthrough
* Liaise between business & various development teams to ensure alignment of deliverables to business requirements.

# Shore Group Associates – Business Analyst (January 2015 – December 2015)

# *The wide ranges of services offered on Data-driven solutions, E-commerce Solutions, Website Application, Healthcare, Marketing, Telecom, Retails, and other services*

* Managing the production of the required deliverables
* Planning and monitoring the project
* Preparing and maintaining project, stage and exception plans as required
* Managing project risks, including the development of contingency plans
* Monitoring overall progress and use of resources, initiating corrective action where necessary
* Applying change control and configuration management processes
* Reporting through agreed lines on project progress through highlight reports and end-stage assessments
* liaison with appointed project assurance representatives to assure the overall direction and integrity of the project
* Adopting and applying appropriate technical and quality strategies and standards
* Identifying and obtaining support and advice required for the management, planning and control of the project
* Preparing any follow-on action recommendations

# Automatic Data Processing (ADP) – Senior Associate (October 2010- May 2012)

*Designing better ways to work through cutting-edge products, premium services and exceptional experiences that enable people to reach their full potential. HR, Talent, Time Management, Benefits and Payroll. Informed by data and designed for people.*

Manage the project right from the Requirement gathering to the quality delivery of the project. Setting project goals, report daily status to clients, handling Project delivery, Managing Change Requests, Performing QA & Bug testing.

# Key Results:

* Excellent communication and organizational skills
* Knowledge in project and operations management and reengineering theory
* Designed and developed systems for business process
* Helped the organization in a variety of business operations
* Completed the project within due time
* Customer service and teamwork.

# Technical Skills:

Modeling Tools MS Visio, Balsamiq, Pencil

Utilities MS Office Suite, Ms.Project.

Methodologies Aglie , SDLC

Operating Systems Windows Project Management tools JIRA

# Education

* MBA in Marketing and Operations from ICFAI Business School (2012 - 2014)
* Bachelor of Commerce Honours (2007-2010)
* Languages Known: English, Hindi, Telugu

# Declaration

I, Mohit hereby declare that all the statements above given are true to best of my knowledge and belief.

(**Mohit Jhunjhunwala)**