To,

The Hiring Manager/Recruitment Team,

Respected Recruiter,

Thank you for the opportunity to apply Business Analyst/ Product Owner role at your company. After reviewing your job description, it's clear that you're are looking for a candidate that is extremely familiar with the responsibilities associated with the role and can perform them confidently. Given this requirements, I am certain that I have necessary skills to do the job adaptively and perform above expectations.

I am a professional who has been constantly praised as hard-working by my co-workers and management. Over the course of my **5+** career, I’ve developed a skillset directly relevant to the **Business Analyst** role you are hiring for, including **Process improvements, Requirement elicitation, Functional aspects of Business Analyst/Product Owner** with both Agile and traditional approach of software development. Overall I have consistently demonstrated organizational, management and multitasking abilities in every aspect of my current role in my current organization, and I invite you to review my detailed achievements in the attached resume.

After reviewing my resume, I hope you will agree that I am type of competent and comparative candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at +91-8390899957 or via e-mail at affannachan88@gmail.com to arrange a convenient meeting time. I will also available on Skype affan882

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Affan Nachan

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***Affan Nachan*** affannachan88@gmail.com

Contact No: 8390899957 Skype: **Affan882** Current Location: **Bangalore**

**PROFILE SUMMARY**

***Seeking diversity of thought and pursuit of excellence career & opportunities as a Product Owner along with the following:***

* Implement product vision and product development with a clear focus on stakeholder and end-user needs.
* Collaborate with Scrum Team and stakeholders to co-develop a roadmap and drive products and features from concept to launch in a Agile environment.
* Turn data insights into products with impactful outcomes to the ultimate stakeholders.
* Asperent to work in an agile environment and continuously reviews the business needs, refines priorities, Outlines achievements and outcomes, and finds opportunities and risks i.e. SWOT analysis etc.
* Co-operate with stakeholders across the organization to inform the product vision, Strategy, features, and prioritization.
* Prioritize and maintains the sprint backlog for assigned products, balancing the requirements of stakeholders.
* Measure and Monitor on progress of the product development and highlight issues impacting delivery.
* Develops, owns, and executes product roadmap.
* Ability to define and measure product success metrics.

***Accenture – Bangalore –India***

***Business Analyst (Project Control & Service Management)***

06-Dec 2018 on words

* Define and maintain standards for project management within the organization.
* Provide for documentation, guidance and metrics on the program/project.
* Manage work plan, tracking and analytics for the program/project execution.
* Responsible for creation and maintenance of management dashboards and executive summaries.
* Ensure completion of administrative tasks such as project operations support, deliverable management, communication support and project/service management tooling support.
* Help to facilitate the transformational changes across an organization's ecosystem in order to be successful
* Through their work would support definition and maintenance of standards for project management within the organization demonstrating deep expertise and leadership skills when required.
* May assess and communicate project / program management status aligning Technology Delivery Center Strategy with required planning and mobilization.
* Communicate project / program management status to different stakeholders as required.
* Process Workflow Management from ticketing, workload assignment, and risk and issue management.

***Technology and Tools Worked on :***

*ServiceNow ,ABACUS tool for Resource Management ,SMART tool,MS office, Excel, Sharepoint , MS Project Professional,myWizard 360 for Ticket Analysis Application*

***CS Business Services -Mondelez International Mumbai-India***

***Business Analyst:***

May 2018- August 2018

* Worked with Mondelez Global Logistics PMO Team to upload their Documanets and Contracts on Contract Management Tool.
* Plan and prepared the BRDs and FRDs for Documents uploading process.
* Helped team for process re-engineering.
* Participated in UATs with Vendor and resolve the GAPs.
* Coordinates the development of all approved versions of business and functional specifications for Contarct uploading Management System.

***Global Procurment MRO Consultant:***

1 Feb 2017 – 30 March 2018

* Conduct multi-dimensional spend analysis across locations, suppliers and MRO categories.
* Procurement data analysis and reporting. Business analysis techniques such as SWOT Analysis, RCA and Compitative analysis
* Prepare category specific monthly control pack and track real time KPIs such as savings delivered/forecasted, supplier performance (one off and catalogue), sourcing projects etc.
* SAP MM Data Cleansing and Mining. Spend Vs Inventory Analysis. Prepare Analysis report on Plant wise MRO and Logistics category.
* Global Spend Summary prepration for Global Team.

***Technology and Tools Worked on*** *:*

*SAP MM, MS Excel, MS Power Point,MS Project Professional,Zycus Contract Mnagament System*

***Orange Business Services -Mumbai India***

***Customer Inventory Management-(Process Analyst):***

23 June 2014 - 29 June 2016

* Work with the company's previous Purchasing order Historical Data and Inventory.
* Responsible for assisting internal Operations and Sales groups as needed to support customers and Vendors.
* Designated to work on the large Cisco,Riverbed and Avaya Customers and establish relationships with Vendors when required.
* Able to negotiate deals with Vendors that save a lot of money on equipment.
* Developed extensive spreadsheets copmareing equipments costs for each Customers and submitted the sheets to management.

***Technology and Tools Worked on:***

*GOLD, Amdocs Clarify,Themis, MS-Project Professional MS Excel,Power Point,Quoto*

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| --- | --- |
| **Project Name** | **Description** |
| **Managers Operations Performance Report****Automation project handling****BA Perspactives****(Oct 2015-June 2016)** | * *Reports based on the daily operational activities ofQuote owners where they prepare quotes.*
* *Finding total ageing stages of quotes.*
* *Finding the average time of each quote creation.*
* *Finding total Number or Live and Expired Quotes from each Quote Owners*
* *Checking backlogs of Quotes while preparing final reports.*
* *Design Pivot tables of each Quote Owner and communicate them via Email*
 |
| **Quote to Order (QtB) and Order to Bill (OtB) Automation project handling****BA Perspactives****(Jun 2015-Dec 2015)** | * *Conducted system analysis and finalised technical/ functional specifications and high-level design documents for the project.*
* *Drawing Process Flow Diagram,Use Cases Diagram and Sequence Diagram for Quote to Order and Order to Bill process.*
* *Coordinating with development team and guide them according to the process flows*
* *Functional Testing /UAT acceptance*.
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 **EDUCATION**

* M.Sc. (Information Technology) from Mumbai University, Mumbai 2016.
* B.Sc. (Computer Science) from Mumbai University, Mumbai 2009.

 **CERTIFICATION**

* **Certified Scrum Product Owner** [**CSPO**](https://certification.scrumalliance.org/accounts/521106-affan-nachan/certifications/1280970-cspo)**®**
* **Certified ScrumMaster** [**CSM**](https://certification.scrumalliance.org/accounts/521106-affan-nachan/certifications/572518-csm)**®**
* **Business Analyst from** [**Techcanvass**](https://techcanvass.com/)

**PERSONAL DETAILS**

 Birth Date: 14/03/1988. Passport (Validate up to 2027). LANGUAGES: English, Hindi, Urdu, Marathi, Arabic Beginning.