SOURAV KUMAR DAS | Business Analyst

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(Immediately available to join)

SUMMARY

Senior Business Analyst, Proficient in creating **BRD, FRD** using tools **MS Visio, Balsamiq**. Generating **User Stories, UML diagrams, Wireframes, Mock-ups**. Expertise in **Requirement Elicitation & Prioritization,** Defining **Scope, Gap Analysis, Stakeholder Analysis & Management, Sprint Planning, Review, Product Backlog Management & Change Request** Management.

EDUCATION

PGP in **Data Science** , **International Institute of Information Technology, Bangalore**	*Sept'23*
B.Tech in **Electrical Engineering, Government College of Engineering, Keonjhar**	*Aug'20*

WORK EXPERIENCE   (36 MONTHS)

Team Lead (Business Analyst) , Think and Learn Pvt Ltd   *Jun'22 – Sep'23*
- **Created** framework for financial processes, **Collaborated** with **Dev** reducing processing time by **35%**.
- **Led** team of **5+ associates**, tagged close to **15K+** leads for resource utilisation & data model building.
- **Ideated** & **Wireframed 5+** solutions, vision of **30%** cost savings for Fin-ops.
- **Optimised** speed, quality & accuracy , **50%** reduction in payroll processing time, **minimizing errors**.

Sr. Business Analyst , upGrad , Bhubaneswar   *Aug'21-Jun'22*
- **Conducted** requirement gathering through **interviews**, questionnaires, and **brainstorming** sessions.
- **Optimized** order fulfilment time by **30%** with a **centralized dashboard**
- **Improved** customer satisfaction and **55%** increase in **retention**
- **Boosted 65%** increase in enrolments, **75%** increase in **revenue** generation by **automating** session booking process

Business Analyst, Think and Learn Pvt Ltd   *Sep'20 – Aug'21*
- **Translated** business requirements into clear **User Stories** and **Epics,** closed **KPIs.**
- **Documented** user stories with **acceptance criteria**, prototypes , conducted **Gap Analysis**, Scope Analysis
- **Saved 1.2K** man-hours per year, enhanced attendance **tracking accuracy**, increasing workforce **efficiency** by 30%
- **Achieved** project milestone in **20% less time**, decreased leave processing time, enhanced employee **satisfaction**

PROJECTS

Payments & Lending Portal, Counselling Deck, Achieve Revenue Tracking Platform , Lead Generation MLP/ATC/Inbound/DTA Campaign, Payroll and Tax Management System, Learning Management Portal, Loan Screening Application

SKILLS

Agile & Waterfall Methodologies, Backlog Refinement, Business Process Modelling, Client Negotiation, **Conflict Resolution**, Data Visualisation, Epics, Gap Analysis, **Interviewing**, Iterative Development, Process Mapping, Project Planning & Tracking, Relationship Building, Release planning, **Requirement Elicitation** & Gathering, Scope management, **Scrum**- Agile, Sprint Planning, SQL, **Stakeholder** Management, **UML** & Data flow modelling, Use Case, Vendor Management, Workshop Facilitation.

TOOLS

Business Analysis: **Tableau**, Microsoft Excel (VLOOKUP, HLOOKUP, Conditional Formatting), Microsoft Power BI, SQL**, Jira**
Data: **SWOT**, PESTEL Analysis, Customer Segmentation, Competitive Analysis, Cost-Benefit Analysis, **Risk Management**
Project Management Tools: Microsoft Project, **Trello**, **Confluence**, **Visio, Balsamiq**, Draw.io

CERTIFICATIONS

- **Professional Scrum Master™ I (PSM I),** *Scrum.org*
- **Agile** Job Simulation **,** *JPMorgan Chase & Co***.**
- **Engaging Stakeholders** For Success**,** *Cisco Networking Academy*
- **Enterprise Design Thinking Practitioner,** *IBM*
- **Strategy Consulting ,** *Boston Consulting Group*
- **Product Road-mapping Micro-Certification (PRC)™, Product School**
- **Tableau** 2022 A-Z: Hands-On Tableau Training for **Data Science, Udemy**
- **JIRA** Software**, Trello, Confluence** Fundamentals Badge, **Atlassian**