

# SHUBHAM SODANI

## BUSINESS ANALYST



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### Profile Summary



#### Core Competencies

- Business Analysis
- Agile & Waterfall
- Rule Engine
- Core Transformation
- Product & Delivery Management
- SDLC Model
- Technical & Product Support
- User Acceptance Testing
- BRD, FRD, FTC
- Cross-functional Coordination Change Management
- Client Engagement & Client Relationships



#### Technical Skills

- MS Excel
- BRD, FRD, UAT, FTC
- SQL
- MS Power Point
- JIRA
- MS Outlook



#### Personal Details

- Languages: English, Hindi,
- Address: Viman Nagar, Pune, Maharashtra 411014



#### Certificate

- CSPO (Certified Scrum Product Owner) by Scrum Alliance
- ECBA (Business Analysis Certificate by IIBA)

**A focused professional over 4.5+ years of experience in Project Management, Business Analysis and Customer Success. Demonstrated expertise in requirement gathering, stakeholder management, and functional documentation (BRD/FRD). Proven ability to deliver process innovations, reduce delivery time, and lead teams to success fully sign off the change requirement.**

- Expertise in Requirement Gathering, designing functional flows & use cases, stakeholder management, and design documents such as BRD / FRD / RTM for various clients.
- Improved processes in terms of efficiency and reduced the time to deliver the output as per the project requirement in the organization.
- Perform UAT, drive scrum meetings, ensure data completeness and correctness, gap analysis against standard data modelling language schema and ensure end to end elicitation of data requirements to avoid data quality issues.

### Academic Details

- 2020: **Master of Business Administration** from Pune Institute of Business management, Pune University with 7.38 CGPA.
- 2017: **Bachelor of Commerce** Renaissance College of Commerce and Management. Indore University

### Experience

#### Bajaj Allianz Pune

Nov-2022 – Present

#### Lead Business Solution Analysis

- Capturing the requirement from Business & understanding their business needs (requirement elicitation), providing potential solution to business, timely & successful delivery of the project.
- critical thinking to resolve Data error and assist the same to developer team and vice.
- Successfully delivered end-to-end projects by liaising with stakeholders, technical teams, and architects for development approval
- Improved data quality by performing UAT and resolving data errors, ensuring end-to-end elicitation of data requirements.
- Liaise between business and technical personnel to ensure a mutual understanding of processes and applications.
- Spearheaded cross-functional coordination to support productive sprint planning and ensure timely project delivery.
- Effective and constant Stakeholder Engagement to ensure their satisfaction with the Product progress and managing change requests.
- Developed and managed a robust test case framework, improving regression and user acceptance testing efficiency by 30%.
- Led requirement elicitation and provided business solutions for system migration from OPUS to TCS BANCS.
- Reduced project delivery time by 15% through process optimizations
- Played a pivotal role in system migration projects by streamlining technical documentation processes



## Key Projects

- Digital transformation projects & partner on boarding.
- TCS Bancs Implementation
- Genesis Configurator
- OEM Integration
- IPDS-V2 system migration
- Guidewire knowledge
- Kratanjali welfare society health care public NGO
- Worked as an Intern for Karvy Stock broking Pune, Learn the technical & fundamental skills for stock market
- Worked for a co-operative society bank – Prayas credit co-operative society, Manasa

## Tata AIG Mumbai

Aug-2019 – Nov- 2022

### Business Analyst

- Meeting the clients for product briefing, understanding their business needs (requirement elicitation), feasibility of the collected requirement and implementation if it's possible to absorb the captured requirement, demo of the applications as well as timely & successful delivery of the same.
- Writing Epics and user stories in the gist of capturing the end user requirements
- Documenting the requirements in a clear unambiguous manner to ensure that it is understood by all the parties involved to obtain necessary sign-offs
- Define use cases that further aids testing team to build their test cases
- Assist the business with UAT including communications, planning and preparations
- Increased client satisfaction scores by 25% by implementing a streamlined approach to stakeholder communication and project updates
- Established and refined communication plans for stakeholder engagement across 5 departments, leading to improved alignment and transparency; achieved a 25% increase in team collaboration and reduced email response times by 15%
- Developed and managed a robust test case framework, improving regression and user acceptance testing efficiency by 30%.