



# Utkarsh Sharma

Business Analyst

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Jaipur, India

14 September, 1996

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Enthusiastic Business Analyst with high integrity, strong work ethic and great leadership skills.

## WORK EXPERIENCE

### Business Analyst

Konstant Infosolutions Pvt. Ltd.

02/2019 – Present

#### Achievements

- Develop business architecture using requirements such as scope, processes, alternatives, and risks.
- Analyze client's business requirements and processes through document analysis and workflow analysis.
- Communicate client's business requirements by constructing easy-to-understand data and process models.
- Liaise between business and technical personnel to ensure a mutual understanding of processes and applications.
- Managed project requirements and accomplished objectives by self-monitoring progress and promptly solving issues.
- Prioritized tasks and carefully managed time to consistently meet delivery dates.

### Business Analyst

Dev Technosys Pvt. Ltd.

08/2017 – 09/2018

#### Achievements

- Prepared various functional Requirement Documents like SRS, SOW and other required document preparation for many projects
- Created completely functional wireframes, flowcharts and project documentations like SRS, Project planning documentation
- Used Zoho as a PMS (Project Management Tool) to manage the complete project and followed the Agile methodology
- Understanding the requirement in any tangible or intangible format and through sources like BRD, FRD, RFPs and references
- Client relationship management for long term business relation

## EDUCATION

### B.Tech

Poornima Institute of Engineering & Technology, Jaipur

07/2013 – 06/2017

## SKILLS

- Jira
- Axure RP
- Active Collab
- Wireframing
- Project Management
- Pipeline
- Scope Documentation
- Release Planning
- Agile Methodology
- Sprint Planning
- Team Management
- Leadership
- Word
- Excel
- Powerpoint
- Visco
- Balsamiq

## PROJECTS

E-Learning Platform (05/2019 – Present)

Social Poll (03/2019 – 10/2019)

Network Connectors (04/2019 – Present)

Diskova (08/2019 – Present)

Shoprezzo (05/2019 – Present)

UNDP - United Nations Development Programme (02/2019 – Present)

UNECE- Expert Group on Road Signs and Signals (03/2019 – Present)

## ACHIEVEMENTS

Achievement Name

## LANGUAGES

English  
Native or Bilingual Proficiency

Hindi  
Native or Bilingual Proficiency

## INTERESTS

- Photography
- Travelling
- Football