

## Professional Summary

Motivated Business Analyst with the technical expertise and business acumen necessary to translate business requirements and objectives into scalable, highly resilient and successful system solutions. High-energy Business Analyst effective at developing and implementing operational processes and systems. Quickly grasps business priorities to identify optimal personnel and IT solutions.

## Skills

- Proficient in Microsoft Office including Excel and PowerPoint.
- Working knowledge of WordPress.
- Able to manage and implement Social Media campaigns.
- Excellent written and verbal communication skills.
- A Passion for Continuous Learning
- Strong Communication and Interpersonal skills

## Work History

### Operation Associate

Current

#### Mindyourfleet- Noida

- Scheduling appointments, taking minutes of the meeting, and filing invoices and other important documents.
- To provide detailed analysis report of monthly transaction in our platform.
- To create google API keys and Fire base projects.
- To create resource file for android app and uploading app on play store and IOS store.
- To Create and configure payment gateways in client's account like Paytm, Payumoney and Razorpay.

### Client Account Manager

June-16 to April- 17

#### Mindyourfleet- Noida

- Understanding and resolving clients query and requirements.
- Collecting and sorting business information according to instructions of the manager.
- Building and implementing strategies for better and faster communications both internally and externally.
- Handled all incoming business and client requests for information.
- To provide online training on platform and android app so that they can understand and use platform easily.

**IT Trainer**

Nov-15 to May-16

**NIIT LTD- Gurgaon**

- Submitted daily update of office activities to the management.
- Providing training to Students on HTML, CSS and e-learning material provided by NIIT.
- Provided complete meeting support including preparing materials and taking notes.
- Conducting training sessions and evaluating the post training session.

**IT Trainer**

Nov-14 to June- 15

**Learning Links- Lucknow**

- Training plan according to training module.
- To provide training to Gov. Employees on Microsoft products. (MS office, basic computer..)
- Timing of different training sessions
- Choosing the relevant training methods
- Preparing the training materials and aids
- Conducting training sessions and evaluating the post training session.

**Education**

Qualification	Board/ University	Course	Year
B. Tech	UPTU, Lucknow	Instrumentation	2013
Intermediate	UP Board	Maths	2008
High School	UP Board	Science	2006

**Certifications and Achievements**

- HTML and C++ certification from NIIT in 2016.
- Six sigma green belt certification from IIPM in 2012.
- Three days' workshop certification on SCADA in 2010.
- Got first prize in technical quiz in current company.

**Personal Details**

Father's Name	Mahipal Singh
DOB	15-07-1991
Language	Hindi, English
Hobby	Reading Books, Watching Movies
Marital status	Unmarried