Contact

Phone
+ 91-9890564280

Email
mukta_chaudhary@yahoo.co.in

Education

MBA
BhopalUniversity

BA
VikramUniversity

BA Skills

- Requirement Gathering
- Requirement Analysis
- BRD & FRD
- Scrum
- Elicitation
- ERP
- Project Delivery
- Product Owner
- Project Delivery
- User Acceptance Testing
- CRM
- Planning
- Escalation Management
- Resource Management
- Project Estimation
- Draw.io
- Balsamiq
- Waterfall Method
- SDLC
- Client Communication
- Documentation
- UML Design
- Wireframing
- JIRA
- Backlog Management
- Fit/ Gap Analysis
- User Stories
- Agile Methodologies
- Business Analysis
- MVP

Mukta Chaudhary

Senior Business Analyst / Project Manager

12+ years Results-driven Business Analyst with expertise in gathering and analyzing requirements, optimizing business processes, and driving successful project implementations.

Experience

Sep 2023 – Till date

Edgesoft.inc Pvt Ltd / Beta monk Pvt Ltd

Project Manager

1. 12+ years of experience as a Business Analyst/Project Manager and Functional (Data) Analyst with solid understanding of Business Requirement gathering, Business Process flow, Business Process Modeling, Data Analysis, Data Mapping and Business Analysis.
2. Expertise in *Smart city*, Healthcare, Education and Banking domains.
3. Design and review of various documents including the Software Requirement Specifications (SRS), Business requirements document (BRD), Use Case Specifications, Functional Specifications (FSD), Systems Design Specification (SDS), Requirement Traceability Matrix (RTM) and testing documents.
4. Expertise in Requirement Analysis, preparing Test Plan, Test Strategy, Test Cases, Test Execution and Defect Management.
5. Worked on all phases of the System Development Life Cycle SDLC, necessary procedures for requesting, developing, implementing and supporting the system development process.
6. Co-ordinate the workflow among team members and managed project deliverables like Business Requirement Document BRD, Functional Specification Document FSD and progress through regular meeting with internal stakeholders and US city stakeholders.
7. Project Management: Excellent time management, communications, decision-making, leadership and planning skills with the ability to learn quickly and multi-task in a fast-paced environment.
8. Excellent communication and presentation skills: Experience working with business users, developers as well as senior management; Experience making Presentation to Senior Management. Possess leadership, problem-solving abilities, good analytical skills, good verbal and written communication and good interpersonal skills with an ability to work as a committed individual and motivated team player.
9. Possess experience in working on concurrent projects in very demanding and high-pressure situations.
10. Conceptual Thinking – the ability to identify and evaluate resources and plan for their utilization throughout the implementation.
11. Self-Management – the ability to prioritize and complete tasks independently in order to deliver the desired outcome.

Domain

- Healthcare
- Education
- Banking

Language

- English
- Hindi

Work History

Dec 2020 - June 2022

Twin Health Pvt Ltd

Territory Manager || Senior Business Analyst

Dec 2018 - April 2020

Burlington English Pvt Ltd

State Head || Business Analyst

Oct 2016 - Nov 2018

Educational Initiatives Pvt. Ltd

Zonal Head || Business Analyst

June 2015 - Sept 2016

Kotak Mahindra Bank

Branch Relationship Manager || Associate Business Analyst

Dec 2007 - June 2015

Aegon Religare Life Insurance Company Ltd. Pune

Unit Head