MIHIR MANE

Business Analyst

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SUMMARY

- Business Analyst with 3+ years of experience, specializing in managing projects through Agile, and Waterfall frameworks for seamless execution.
- Expertise in drafting full BRD, FRD, and SRS documentation to ensure well-defined project requirements and clear scopes.
- Strong background in SQL, driving process improvements and enabling data-driven decision-making.
- Proficient in using MS Project, Excel, and SharePoint to efficiently track project progress and manage resources effectively.
- Adept at performing Cost/Benefit, GAP, Risk, and SWOT analyses to evaluate project feasibility and mitigate risks.
- Skilled in creating interactive data visualizations with Tableau and Power BI, along with experience in cloud platforms such as AWS, Azure, GCP, and Databricks.
- Familiarity with Git, GitHub, and Jira in managing version control and ensuring smooth project tracking.

SKILLS

Methodologies: SDLC, Agile, Waterfall	Impact Analysis, Risk Analysis, SWOT Analysis
Documentation: BRD, FRD, SRS	**Cloud Technologies:** AWS, Azure, GCP, DataBricks
Language: SQL, Python	**Version Control Tools:** Git, GitHub, GitLab, Jira
PM Tools: MS Project, MS Excel, MS SharePoint	**Other Tools:** JAD, RTM, UAT, Confluence, Figma, HP Quality Center
Visualization Tools: Tableau, Power BI	
Analysis Skills: Cost/Benefit Analysis, GAP Analysis,	**Operating System:** Windows, Linux, Mac

EDUCATION

Master of Science in Business Analytics   **May 2024**
California State University, East Bay   Hayward, CA

Bachelor of Engineering in Electronics and Telecommunication   **Jun 2021**
KJ Somaiya Institute of Engineering and Information Technology   Mumbai, India

EXPERIENCE

Freddie Mac, USA | Business Analyst   **Jan 2024 - Present**

- Facilitated Agile ceremonies to improve team collaboration and accelerate project delivery through iterative development and continuous enhancements.
- Developed comprehensive BRDs and FRDs, achieving 95% alignment between business goals and project deliverables, boosting project success rates.
- Accomplished Cost/Benefit and GAP analyses, identifying opportunities for improvement that led to a 30% increase in operational efficiency and streamlined processes.
- Managed project timelines and resource distribution using MS Project, enhancing document management in MS SharePoint, minimizing delays and increasing productivity.
- Created interactive Tableau dashboards to transform complex datasets into actionable insights while using Jira for task tracking and ensuring visibility into project progress, improving decision-making and transparency.
- Assisted in Azure data integration efforts, enabling seamless connectivity across various platforms and cloud environments.
- Leveraged Jira to monitor project progress, manage over 100 tasks, and accelerate issue resolution by 15%, enhancing team coordination and project transparency.

SeaGate, India | Business Analyst   **Jan 2020 - Jul 2022**

- Used the Waterfall methodology to manage project phases, ensuring timeline defiance and reducing schedule discrepancies.
- Created and refined SRS documentation, achieving a 90% increase in requirement precision, significantly improving the alignment of project deliverables with client expectations.
- Conducted comprehensive Risk and SWOT analyses to pinpoint potential risks and opportunities, enhancing strategic planning and enabling proactive risk management.
- Designed and managed SQL-based reports and dashboards, delivering critical insights that enhanced operational performance and informed strategic decisions.
- Developed over 10 Power BI dashboards and facilitated over 5 JAD sessions, aligning business needs with actionable data insights, resulting in a 20% boost in stakeholder decision-making effectiveness.
- Oversaw AWS-based data solutions, enhancing data infrastructure performance and increasing processing efficiency by 35% while ensuring excellent system reliability.
- Collaborated with design teams using Figma to produce over 15 wireframes and prototypes, improving the visualization of business requirements and enhancing user experience designs by 30%.
- Employed GitHub for effective version control and utilized HP Quality Center to manage testing processes, streamline code integration, and improve defect tracking and resolution efficiency.