

# Ankit Khatri

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## PROJECT MANAGEMENT & BUSINESS ANALYSIS

Motivated B.Tech graduate with hands-on experience in business analysis, Agile delivery, and stakeholder coordination. Skilled in gathering requirements, planning sprints, and using tools like JIRA, Power BI, and Excel to support teams. Open to roles in IT Project Management and Business Analysis where structured execution, communication, and data-informed decision-making are key.

## SKILLS

**Project & Business Management:** Agile, Scrum, SDLC, Project Lifecycle, Requirement Gathering, Sprint Planning, Stakeholder Management

**Tools:** JIRA, Asana, Trello, Confluence, MS Project, Excel, Power BI, Google Analytics, Mixpanel

**Documentation:** BRD, FRD, SRS, User Stories, MOMs, Gantt Charts, Process Mapping, Gap Analysis

**Collaboration & Prototyping:** Microsoft Teams, Slack, Figma, Balsamiq, Fluidcharts

**Technical & Analytical:** SQL, Python (Basics), Data Visualization, Behavioral Analysis

**Soft Skills:** Communication, Critical Thinking, Time Management, Ownership

## EXPERIENCE

### Business Analyst Intern (Comfygen Technologies, Jaipur)

Apr 2025 - May 2025

- Collaborated with 10+ clients to gather functional requirements aligned with business objectives.
- Drafted BRD/FRD docs, suggested 3+ scope-based changes, and supported sprint planning.
- Used JIRA dashboard to track tasks and align project timelines with key deliverables.

### Content Writer (Kollegeapply, Remote)

Jan 2025 - Mar 2025

- Researched and wrote 4-5 articles daily on college topics using keyword-based frameworks.
- Uploaded content to CMS, ensuring accurate formatting and keyword use aligned with SEO.

### Content Writer (Travel Saga Holidays, Jaipur)

Aug 2024 - Dec 2024

- Wrote 400+ SEO-rich travel blogs, short descriptions, and paid blogs across multiple platforms.
- Collaborated with SEO and editorial teams to maintain quality and content relevance.

## PROJECTS

### Customer Churn Prediction (Excel + Power BI +Trello)

- Built dashboards and churn logic using Excel and Power BI to analyze user behavior trends.
- Managed sprint tasks via Trello; delivered insights to improve customer retention strategy.

### Delivery Tracker System (Excel + Docs)

- Built a milestone tracker in Excel to align task dependencies and reduce delays in deliverables.
- Helped organize documentation and sprint-level status updates for weekly review cycles.

## EDUCATION

### Bachelor of Technology (2021 - 2025)

Major: Artificial Intelligence and Data Science  
Poornima College of Engineering, Jaipur  
CGPA - 7.6/10

## CERTIFICATIONS

- Introduction to Project Management – Great Learning
- Scrum Fundamentals Certified – SCRUMstudy