

**AARTI JAIN**

## CONTACT



E-11, Ramnagar Extension, Sodala  
Hawasadak, Jaipur, 302019

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## SKILLS

- Non- profit organization (blood donation volunteering - PHP Web development - Project in college - Digital marketing internship  
MS office tools Advanced excel Power BI dashboard creation Communication Time management

## OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

## EXPERIENCE

### Artistixe IT LLP Solutions

11, Feb, 2022 - 11, Sep, 2022

Business Analyst (Pre and Post sales)

#### Work role:

1. Mobile app and website requirement analysis or client requirement gathering
2. Apps workflow docs and mockups preparation
3. Bidding portals - **freelancer and upwork**
4. Bidding proposals, outsourcing developers, functional requirement documents preparation with **MS excel**
5. Documents in knowledge: **FRS, SRS, BRD, NDA, Cost estimations (MS excel and word, Google docs)**

### **NineHertz Pvt. Ltd.**

21, Sep, 2022 - 21, dec, 2023

Business Analyst (Post sales)

#### **Work Role:**

1. Case studies with **MS word, PowerPoint, Canva**
  2. Part of business meetings, group discussions, other projects presentation to the team.
  3. Event like convergence India Expo 2023 - planning and promotion or invitation through **LinkedIn and email marketing (Mailchimp, Gmail, and other softwares)**
  4. Documentation (**SRS, FRS/FRD, BRD**) for requirement gathering
    - **RFI/RFP** doc. analysis
    - MS office tools **word, excel, ppt, Canva.**
    - Client handling (Indian/International) and lead Management through **CRM**
    - Mockups or wireframes (**draw.io, Figma**)
    - KT with developers and other team members.
- **Understanding areas:** Adobe Ecommerce (Magento), APIs integration, Payment Gateway, web and mobile app - healthcare, travel, real estate, Ecommerce, fantasy sports and cricket, small games like road fighter, on demand apps, AI, AR/VR/MR and more.

### **NLET Initiatives**

13, Feb, 2024 - 28, October, 2024

Business analyst/BDE

1. Web and mobile app development requirement gathering and analysis.
2. Project coordination and client handling - from requirement gathering to post delivery
3. Demo scheduling and presentations on **CRM, ERP**, Web and mobile app, and digital marketing solutions.
4. Leads management - **CRM**

## **EDUCATION**

**S.S. Jain Subodh College (Rajasthan university)**

2019

BCA