

GIRJESH JHA

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PROFESSIONAL SUMMARY

Certified Business Analyst (IIBA) with expertise in business analysis, ERPNext (CRM, Sales, Stock), Agile and Waterfall methodologies, and data analysis. Strong knowledge in preparing BRD, SRS, RTM, user stories, UML diagrams, and process models. Proficient in SQL, Power BI, and JIRA, with a proven ability to enhance business processes, stakeholder collaboration, and digital solutions.

CORE SKILLS

- Business Analysis: BRD, FRD, SRS, Use Cases, User Stories, RTM, BPMN
- Tools & Technologies: JIRA, Confluence, MS Visio, Figma, Axure, Balsamiq, Draw.io
- ERP Platforms: ERPNext (CRM, Sales, Stock)
- Data Analytics: SQL, Power BI, Excel (Advanced), Python (Basic)
- Methodologies: Agile, Scrum, Waterfall, MoSCoW, FURPS, Gap Analysis
- Soft Skills: Communication, Analytical Thinking, Team Collaboration, Problem Solving

PROFESSIONAL EXPERIENCE

Business Analyst Intern | GetMind Company, Pune | Feb 2025 - Apr 2025

- Conducted requirement gathering and documented 15+ business use cases for ERPNext CRM and Sales
- Improved sales visibility by streamlining lead tracking and reporting
- Managed UAT testing and maintained RTM to ensure alignment with business goals
- Created workflows, user stories, and participated in Agile ceremonies

Research Analyst | Pericles Ventures, Pune | Mar 2024 - Sep 2024

- Conducted competitor pricing analysis and market research, reducing lost sales

- Created detailed reports using Power BI and Excel, enhancing strategic decisions
- Presented insights to stakeholders using data visualization and analytical storytelling

Data Analyst Intern | PwC, TATA, KPMG (Remote) | Aug 2023 - Dec 2023

- Automated Excel dashboards using Power Query, saving 10+ hours monthly
- Cleaned and analyzed e-commerce and inventory datasets, improving data quality
- Collaborated with cross-functional teams on customer behavior analysis and personalization strategies

Web Developer | Brandstrate Solutions, Pune | Aug 2022 - Dec 2022

- Built interactive and responsive websites using HTML, CSS, and JavaScript
- Ensured cross-browser compatibility and device responsiveness

PROJECTS

ERPNext - Lost Sales Analysis (Agile)

- Analyzed competitor pricing and ERPNext data to reduce lost sales
- Developed dashboards using Power BI and coordinated system improvements

Lead Management System - LMS Implementation (Agile SDLC)

- Created product backlog, user stories, and acceptance criteria using JIRA
- Facilitated sprint planning and maintained burndown charts for tracking progress
- Collaborated with stakeholders to implement DOR/DOD checklists

CRM Implementation (Waterfall SDLC)

- Conducted JAD sessions and prepared BRD, SRS, and UML diagrams
- Validated requirements using MoSCoW & FURPS techniques
- Reduced UAT defects by preparing detailed test scenarios and traceability matrix

EDUCATION

Bachelor of Computer Applications (BCA) | Pune University | 2017 - 2020

CERTIFICATIONS

- Certified Business Analyst - IIBA (COEPD)
- ERPNext Functional Consultant - GetMind
- Power BI - Techtip24
- Web Development - Udemy