

GIRJESH JHA

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PROFESSIONAL SUMMARY

Certified Business Analyst (IIBA) with 1.5+ years of experience in ERPNext, Agile methodologies, and data analysis. Skilled in BRD/SRS documentation, UAT testing, and stakeholder management. Proficient in JIRA, SQL, Power BI, and process modeling with proven success in optimizing business workflows.

CORE SKILLS

- Business Analysis: BRD/FRD/SRS, Use Cases, User Stories, BPMN, RTM
- Tools: JIRA, Confluence, MS Visio, Figma, ERPNext (CRM/Sales/Stock)
- Data Analysis: SQL, Power BI, Excel (Advanced), Python (Basic)
- Methodologies: Agile, Scrum, Waterfall, Gap Analysis

PROFESSIONAL EXPERIENCE

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

- Spearheaded functional analysis of ERPNext Sales & CRM modules, improving sales visibility by 30%
- Documented 15+ use cases and business process flows, reducing approval cycles by 25%
- Conducted UAT testing, identified 20+ gaps, and prepared Requirement Traceability Matrix (RTM)

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

- Analyzed competitor pricing data, leading to 15% reduction in lost sales
- Developed Power BI dashboards that improved decision-making speed by 40%

Data Analyst Intern | PwC, TATA, KPMG | 2023 (Combined)

- Automated Excel reports using Power Query, saving 10+ hours/month
- Cleaned datasets for executive dashboards, improving data accuracy by 20%

PROJECTS

ERPNext: Lost Sales Analysis | GetMind | 2025

- Identified competitor pricing gaps using ERPNext reports, reducing lost sales by 15%
- Created workflow diagrams and coordinated system adjustments with developers

CRM Implementation | Waterfall SDLC

- Gathered 50+ requirements via JAD sessions, delivering BRD/SRS ahead of schedule
- Built test data scenarios that reduced UAT defects by 30%

EDUCATION & CERTIFICATIONS

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

- IIBA Certified Business Analyst (COEPD)
- ERPNext Functional Consultant (GetMind)
- Power BI Certification (Techtip24)