

AARTI JAIN

CONTACT

E-11, Ramnagar Extension, Sodala
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SKILLS

Technical knowledge, writing and communication skills, detail analysis and understanding, MS office tools and documentation. Other: digital marketing, keyword research and google adwords, social media blogging and influencing and PHP web app development.

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

2022 - 11, Sep, 2022

Business Analyst/BDM

Work role: tech knowledge and understanding app workflow; bidding on portals like **freelancer and upwork**; requirement analysis and gathering.

- Bidding proposals, proposals for outsourcing developers. initial requirement gathering and client meeting on call.

- Making **FRS** word document and **BRD** excel document.

NineHertz Pvt. Ltd.

21, Sep, 2022 - 3, June, 2023

Business Analyst (Post sales)

Work Role: Documentation (**SRS, FRS/FRD, BRD**)

- Understanding **RFI/RFP** and documentation accordingly.

- Over email and call requirements gathering.

- Ms office tools like **word, excel, ppt, Canva**.

- Writing case studies.

- For mockups or wireframes (**draw.io**)

- Cold calling and email shooting with **Mail chimp** and with other software.

- **CRM** for leads Management (Add, edit, update on leads)

- Initial requirement gathering and client meeting and follow ups.

- Knowledge transfer (KT) to the developers and post sales team.

- **Areas of understanding:** 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, and more.

EDUCATION

S.S. Jain Subodh College (Rajasthan university)

2019

BCA

63%