

MEGHA SEN

Business analyst

Dynamic and detail-oriented Business Analyst and Salesforce Administrator with a proven track record in analytical thinking, problem-solving, and comprehensive documentation. Proficient in requirement gathering, process analysis, SDLC, Agile methodology, and software testing, bringing a robust skill set to drive project success. Committed to enhancing organizational performance by effectively aligning business objectives with innovative technical solutions. Prepared to leverage expertise to foster collaboration and deliver impactful results that support strategic goals.

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WORK EXPERIENCE

Manual testing

Inventcolabs

11/2024 - 02/2025

jaipur, Rajasthan

Achievements/Tasks

- Involved in the manual testing of web and mobile applications to ensure they meet business requirements.
- Created, executed, and maintained detailed test cases and test scripts based on project requirements.
- Actively participated in Sprint Planning, Standups, and Retrospectives in an Agile environment.
- Performed functional, regression, and user acceptance testing (UAT) on different modules of the product.

Business analyst

Contechub pvt ltd.

08/2023 - 08/2024

jaipur, Rajasthan

Achievements/Tasks

- Completed **Salesforce Administration training** with hands-on exercises.
- Facilitated meetings and workshops with key stakeholders to ensure alignment and understanding of business needs.
- Supported the team in reviewing test cases and validating the final product against requirements.
- Managed project timelines and coordinated communication between business and technical teams to ensure timely delivery.

business analyst

Gohashinclude pvt ltd

07/2025 - Present

Achievements/Tasks

- Gained experience in **user management, role hierarchy, and security settings**. Created **custom objects, fields, workflows, and validation rules**. Developed **reports and dashboards** to track business KPIs. Performed **data import/export and data cleanup** using Salesforce tools. Supported mock business cases by configuring Salesforce CRM to meet requirements.

EDUCATION

B.Tech

Govt women Engineering college Ajmer

08/2019 - 10/2021

Ajmer, rajasthan

Courses

- Robotics and embedded system
- Renewable energy
- Salesforce admin

SKILLS

salesforce admin

User Management & Security

Reports & Dashboards

Requirement gathering and documentation

Basic Salesforce Customization

CRM Process Understanding

BRD & FRS preparation

User acceptance testing

SDLC(software development lifecycle)

Black box testing

Process mapping & use case analysis

Agile & scrum fundamentals

PERSONAL PROJECTS

Address book (06/2019 - 09/2020)

- Contact Book is a GUI based project using Tkinter and a message module used for storing information about some person like name and contact number. In this project we have some functionality like add, edit, delete, view, and reset contacts.

ACHIEVEMENTS

Defect Identification & Reduction (12/2024 - 01/2025)

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

INTERESTS

Reports, Dashboards & Analytics

Business Process Analysis & Improvement

Salesforce Administration & Customization

Documentation

Data-Driven Decision Making