

Vinitha Rajendran

📍 No 3, Sri Ranganathan Nagar, Selaiyur, Chennai-600073

📞 +91 8939200707

✉ vinitharajendranc@gmail.com

Career objective

Seeking to leverage my technical and professional expertise to learn and grow in the role as Business Analyst at your esteemed company.

Work experience

FEB 2021– Present

Business Analyst

IVY Mobility Solutions Ltd.

Role

- Work closely with clients to understand the business requirements and participate proactively during the scrum calls and sprint planning sessions
- Gathering the requirement from the client and analyzing the gap and match with the existing product
- Explaining the technical/ Development team the requirements from the client and aligning the same with them.
- Providing KT to the QA team on the Scope of the Customer requirements.
- Writing User stories for the Client requirements and tracking the same until the delivery to the customer.
- Providing Walkthrough of the solution to the client and getting sign off for the requirement.
- Performing the User acceptance testing before the solution is delivered to the Customer.
- Helping the technical team and the QA team with the queries raised during the design, development and testing phase.
- Analyzing the UAT issues raised by the clients/end users.
- Testing the UAT issue and assigning to respective teams or marking it as CR.
- Maintaining the User stories in JIRA.
- Providing KT on the application to the new joiners.
- Work closely with the product team to be updated on the new features added.
- Part of the Scrum team and experience in working in Agile methodology
- Collaborate with the cross functional team members to deliver the quality product on time to the customer.

OCT 2017– JUNE 2019

Project Engineer

Wipro Technologies

Role

- Worked with project managers, developers, quality assurance and customers to resolve technical issues.
- Taking lead in automation and scripting works.
- Performing the daily, monthly, year-end activities and generating reports.
- Flexible and dedicated resource supporting over fifteen applications. Proactively solving batch issues and queries impacting business.
- Collaborate with cross-functional team members to analyze potential system solutions based on client requirements.

Internship

JAN 2021 – APR 2021

Project Trainee

Hyundai Motor India, Chennai

Responsibilities

- Work closely with the operation team and observe the process.
- Observe and analyse the truck loading and unloading process.
- Provided a solution to reduce the congestion in Truck loading/ Unloading.

APR 2020 – MAY 2020

HR Intern

Shivaraja Impex Company (SHIMCO), Chennai

Responsibilities

- Resume filtration, Initial Screening, scheduling interviews, managing regret mails and maintaining report.

Technical Skills

- Tools
 - Oracle SQL
 - Informatica
 - Salesforce
 - JIRA
 - Tableau
 - Power BI
- Office suite:
 - MS-office.
 - Advanced MS Excel.
 - Excel VBA

Organisational and Managerial Skills

- Experience in Software Support Engineering
- Ability to produce best result in pressure situation.
- Excellent communication skills.

Academics

2019–2021	Master of Business Administration VIT Business School, Chennai CGPA: 9.52
2013– 2017	Bachelor of Engineering Sri Sairam Institute of Technology, Chennai -Electronics and communication Engineering -Final Grade – Distinction (8.63 CGPA)
2012- 2013	Higher Secondary School Zion Matriculation Higher Secondary School, Chennai Final Percentage – 95

Personal Information

Father's Name	: Rajendran C
Gender	: Female
Age	: 26 years
DOB	: 16 th September 1995
Linguistic Skills	: English, Tamil

Declaration

I, Vinitha Rajendran, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Vinitha Rajendran