

Utkarsh Kumar

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Education

VELTECH UNIVERSITY

CHENNAI

Stream	University/Board	Score	Year of Passing
MBA (Innovation Entrepreneurship and venture development)	VelTech School of Management	70 %	2023
Bachelor of commerce	VelTech School of Management	68%	2021
12 th	M.S.V.M school (CBSE)	56 %	2017
10 th	D.A.V public School	54%	2015

Professional Experience

IMS Group.

Quality Analyst

Ahmedabad, GT

Aug, 2024 – mar, 2025

- Audit cars for US-based clients, ensuring all features meet predefined quality standards as per the manual.
- Inspect cars for any kind of imperfections, marking them accurately during the audit process.
- Publish cars only after confirming they meet all quality and compliance requirements.
- Maintain detailed records of audit findings and ensure alignment with client expectations.

Brainvire Infotech Inc.,

Trainee-Business Analyst

Ahmedabad, GT

Jan, 2024 – Mar, 2024

- * Spearheaded presales activities, including query document development, requirement elicitation, and BRD/SOW creation, which directly contributed to a 10% increase in client satisfaction and overall effectiveness.
- * Designed and implemented a new information gathering process for conversion calls, successfully shortening call durations by 25 minutes per call.
- * Facilitated wireframing, use case development, and process flow design for a restaurant application project, effectively visualizing solutions and ensuring stakeholder alignment.
- * Authored comprehensive user stories and a detailed Business Requirement Document (BRD), achieving full client acceptance for critical project deliverables.

Anicha Digital Infrastructure PVT. ltd.

Business Analyst Intern

Chennai, India

Jan, 2023 – Apr, 2023

- * Analyzed, prioritized, and documented functional requirements for a leave management system through close collaboration with diverse stakeholders.
- * Developed user-friendly interface workflows using wireframes, directly contributing to increased system usability.
- * Executed comprehensive user testing to validate requirements and proactively identify defects, ensuring early resolution in the development lifecycle.

Live Projects

Restaurant-App Development: Collaborated with project stakeholders to elicit and document business and functional requirements, including query and feature listing, for a restaurant application development project.

Wireframing using Figma: Devised high fidelity wireframes using Figma during post-sales for restaurant app

Digital Transformation Services: Analyzed and prepared a process improvement report that led to the addition of 3 value-adding activities.

Skills & Interests

Core Competencies: Business Analysis, Technical documentation, Use -Case diagrams , Hybrid & agile Modelling, Presales BRD , SoW, and Query documentation, WBS creation), (SRS & Wireframing),

Business Analysis Tools: MS-Office, Figma, Visio, SQL, Jira, Lucid Chart

Certifications: Excel for Business Analysts, Business Analysis Fundamentals IIBA - Endorsed Agile Project Management, MySQL, Power BI

Language: English, Hindi,