

AMANDEEP SINGH

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Career Objective

Seeking to work with an organization where I can grow in terms of knowledge, skills and attitude and put to an effective use my abilities so as to align self-development with organizational development.

Academic Qualification

Year	Education	School/College/University	Percentage
2017	CA- IPCC	Institute of Chartered Accountants of India	54%
2016	B.Com	Osmania University	65%
2011	Intermediate	Narayana Junior College	90%
2009	X th CBSE	Atomic Energy Central School	84%

Profile Summary

- A total experience of **6+ years** which includes more than **3 years** of Business Analyst experience.
- Currently Working at Kodegate Informatics, Hyderabad as a Business Analyst.
- Regularly visiting Client locations to give trainings and conduct First level of meeting after handover of the client from Sales Team to the BA team.
- Extensive Experience of creating **Wireframes, BRD, FRD & Use Case Diagrams**.
- Created Project Flow from scratch using a **Wireframe** representation.

Work Experience

- Working as a Finance Business Analyst at Kodegate Informatics from Nov'23 till August'25.
- Worked as a Finance Business Analyst at Broadridge Financial Solutions, Hyderabad from Feb'22 till Oct'23
- Worked as a Paid Assistant at Professional's Bench (Finance & Tax Consultancy firm), Hyderabad from May'18 till Jan'22
- Worked as an Articled Assistant with Luharuka & Associates, Hyderabad from Nov'15 till Apr'18
- Worked as an Articled Assistant with Italia & Associates from Mar'15 till Nov15

Experience gained

Kodegate Informatics – Finance Business Analyst

- Understanding and Analyzing high level requirements during Project kick off.
- Automated manual reporting processes using Power BI dashboards, reducing report turnaround time by 5%.
- Defining Product Roadmap by doing Enterprise analysis and Market research.
- Designed and developed interactive dashboards and reports in Power BI to provide actionable insights for stakeholders across Finance, HR, and Operations
- Ensuring the Functional Requirements are thoroughly tested before presenting to the client.

- Planning and Deciding the High Level estimate and giving demo to the client.

Broadridge - Process Analyst

- Stakeholder Management across the Verticals of a product
- Grooming and Writing the User stories including the acceptance Criteria and RTM Matrix for each story
- Conducting Brain storming sessions with clients to understand the Business requirements and drafting the Acceptance criteria.
- Responsible for tacking work in JIRA and raising flags to prevent delays in client deliverables.
- Prioritization of items and moving them from Product Backlog to Sprint backlog.

Professionals Bench -Paid Assistant

- Statutory audits, Internal audits, Tax audits of companies, partnership firms and sole proprietorship
- Internal Financial Controls (Preparation of Control Sheet and evaluation of the same)
- Compilation of Financial Statements
- Income Tax Return and GST filings
- Maintenance of books of accounts for companies, partnership firms and sole proprietorship

Clients Handled

- Andhra Pradesh Forest Development Corporation Limited
- State Bank of India
- Union Bank of India
- Gati
- TCI
- TIBCON
- AIGL
- Sleepwell

Skills and Strengths

- JIRA
- Power BI
- Stakeholder Management
- Agile Framework
- Client Review and Change Request Management
- My SQL

Personal Details

Father's Name : Sardar Iqbal Singh

Birth Date : 29th September, 1993

Languages known : English, Punjabi, Telugu and Hindi