



Anitta George

📍 **Home** : Kalathiparambil house, South janatha road, Palarivattom, 682025, Kochi, India

✉ **Email**: anittageorge1112@gmail.com 📞 **Phone**: (+91) 9747124601

Date of birth: 11 Dec 2000 **Nationality**: Indian

WORK EXPERIENCE

[18 Sep 2023 – Current]

Business Analyst

Zartek Technologies

City: Kochi

Country: India

- Collaborated with stakeholders to understand their requirements and provided result-oriented suggestions for their business.
- Created documents and wireframes for the project to provide detailed information for the team to achieve the results.
- Coordinated and managed the team to achieve goals and targets.
- Offered practical recommendations to help stakeholders achieve their business objectives.

[10 Jan 2022 – 2 Aug 2023]

Business analyst

Webandcrafts <https://webandcrafts.com/>

City: Koratty

Country: India

Email address: hr@webandcrafts.com

Name of unit or department: Business Operations

Business or sector: Information and communication

- Conducted various brainstorming sessions and elicitation to understand and translate the business requirements to technical requirements.
- Provide feasible solutions to clients based on their requirements and budget.
- Prepare scope of work, user stories, and SRS document to finalize the requirements.
- Coordinate with design to ensure the client's expectations and collaborate with teams to complete them within the time.
- Managed projects from start to finish, ensuring timely completion and adherence to budget.

[21 Oct 2021 – 7 Jan 2022]

Junior Business Analyst

Sherji Technologies

City: Trivandrum

Country: India

- Assisted senior analysts with requirements gathering and analysis.
- Prepare scope document to finalize the requirement.
- Attend daily stand-up to update the work progress.

EDUCATION AND TRAINING

[Jun 2018 – Aug 2021]

Bachelors of Computer Application

Mahatma Gandhi University <https://www.mgu.ac.in/>

City: Kottayam

Country: India

Field(s) of study: Computer Applications

Final grade: 7.9 CGPA with overall A Grade

[Jun 2016 – Mar 2018]

Higher Secondary School

ST. Teresa's C.G.H.S.S <http://www.stteresashssekcm.com/>

City: Ernakulam

Country: India

Field(s) of study: Computer Science

Final grade: 88 %

LANGUAGE SKILLS

Mother tongue(s): Malayalam

Other language(s):

English

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

Hindi

LISTENING A2 READING A2 WRITING A2

SPOKEN PRODUCTION A1 SPOKEN INTERACTION A1

German

LISTENING A2 READING A2 WRITING A2

SPOKEN PRODUCTION A2 SPOKEN INTERACTION A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Technical skills

Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access | Ability to intervene and manage the group | Project management tools (Trello, Hive, etc.) | Social Media | Zoom | Good listener and communicator | Organizational and planning skills | Google suite -Gmail, Google Drive, Google Slide, Google Docs, Google Sheets, Google Forms, Google-

Soft skills

Team-work oriented | Wireframe Mockups | Project Presentation | Decision-making

CERTIFICATIONS

[Current] **Agile -Scrum Master Training- Master of Project Academy**

[23 Oct 2023] **BA Basics - Simplilearn**

Project Management 101: PMP certification training - Simplilearn

[Oct 2023] **Data Visualization Using Tableau- Great Learning**

[8 Aug 2022] **Data Analysis with Pandas and Python-Udemy**

[23 Jul 2021] **Big Data Management -Unschool**