



Anitta George

Date of birth: 11 Dec 2000 | **Nationality:** Indian | **Phone number:**

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WORK EXPERIENCE

18 SEP 2023 – CURRENT Kochi, India

BUSINESS ANALYST ZARTEK TECHNOLOGIES

- 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 Koratty, India

BUSINESS ANALYST WEBANDCRAFTS

- 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.

Business or Sector Information and communication | **Department** Business Operations |

Email hr@webandcrafts.com | **Website** <https://webandcrafts.com/>

21 OCT 2021 – 7 JAN 2022 Trivandrum, India

JUNIOR BUSINESS ANALYST SHERJI TECHNOLOGIES

- 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 Kottayam, India

BACHELORS OF COMPUTER APPLICATION Mahatma Gandhi University

Website <https://www.mgu.ac.in/> | **Field of study** Computer Applications |

Final grade 7.9 CGPA with overall A Grade

JUN 2016 – MAR 2018 Ernakulam, India

HIGHER SECONDARY SCHOOL ST. Teresa's C.G.H.S.S

Website <http://www.stteresashssekcm.com/> | **Field of study** Computer Science | **Final grade** 88 %

Final grade 96 %

● **LANGUAGE SKILLS**

Mother tongue(s): **MALAYALAM**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B2	B2	B2	B2	B2
HINDI	A2	A2	A1	A1	A2
GERMAN	A2	A2	A2	A2	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**

Agile -Scrum Master Training- Master of Project Academy

BA Basics - Simplilearn

Data Visualization Using Tableau- Great Learning

Data Analysis with Pandas and Python-Udemy

Big Data Management -Unschool
