

Kamil Azim

Business Analyst & Project Management Specialist

Experienced IT Business Analyst with almost 5 years of expertise in gathering and documenting requirements, improving processes, and supporting project management. Proven ability to bridge the gap between business needs and technical solutions while ensuring clear communication with stakeholders. Adept at data analysis, testing, and compliance, with a strong background in ERP, web and mobile application development, and process improvement.



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SKILLS AND COMPETENCIES

- **Business Analysis:** Requirement gathering, process documentation, Business Process Reengineering (BPR)
- **Project Management:** Agile methodology, sprint planning, backlog management (JIRA, MS Project)
- **Data Analysis & Reporting:** Power BI, SQL, Data Visualization
- **Technical Tools:** MS Visio (BPMN), JIRA, Bitrix24, WordPress
- **Communication & Documentation:** Creating BRD, FSD, SRS, and test plans
- **Certifications:** Google Professional Project Management, Scrum Master Specialization, Data Science Certificate, and Data Analysis with Python Certificate

PROFESSIONAL EXPERIENCE (5 YEARS)

Dollar Industry (Pvt.) Ltd.

Business Analyst (Senior Executive) | May 2024 – Present

- Defined and analyzed system requirements based on business needs, documenting detailed processes from a BPR perspective.
- Developed and optimized business processes, establishing systems scope, routines, and procedures in ERP and other business systems.
- Utilized MS Visio for BPMN modeling and other productivity tools to support process improvement efforts.
- Gathered information through documentation reviews and interviews with business users.
- Determined technical, interfacing, and operational requirements, creating business models and requirement scenarios.

Projects:

- Merchandising App
- Oracle Non-Conformance and Corrective Actions (NC & CAR)

Evantagesoft

Business Analyst | Nov 2022 – May 2024 (1.6 Years)

- Created detailed business and functional requirement documents including use cases and process flows.
- Acted as a liaison between business stakeholders and IT teams to ensure effective communication.
- Assisted in process improvement, project planning, and change management strategies.
- Supported testing and quality assurance by developing and executing test plans and cases.
- Managed vendor relationships and coordinated with external teams to align products with business needs.

Projects:

- Blink (Ride Booking App for Bahrain Client)
- Donation (E-Donation App, Kiosk + Mobile-App)
- USI-Money (E-Money Transfer through Banks Internationally)
- My-Voucher (Merchant & Buyer, Web-Based App)
- HCCL Know (Medical Test with Ecommerce, Mobile App and web-based application)

Integration:

- MX Merchant (Donation App - Payment Method)
- Anura App (Know – Facial Recognition)
- UIB (Know – Chat Bot)
- Synthesia (Know – AI Video Editor)

OrderCall

Business Analyst | Apr 2022 – Nov 2022 (8 Months)

- Gathered and analyzed business requirements to design new product functionalities.
- Created and maintained key documents such as BRDs and FSDs.
- Managed projects using JIRA and maintained product backlog for sprint planning.
- Collaborated with design teams to enhance user experience and documented meeting minutes.

Projects: (ERP Modules)

- LiveOps Dashboard
- Onboarding Dashboard
- Cash Management
- Order Booking App

M.M.C Global

Business Analyst | Jan 2021 – Apr 2022 (1.3 Years)

- Responsible for requirements gathering and preparing project documentation (BRD, FSD, SRS).
- Facilitated communication between technical teams and business stakeholders through presentations and documentation.
- Created epics, user stories, and maintained the product backlog using Agile methodologies in JIRA.
- Supported project management by scheduling daily scrum meetings and weekly status meetings with clients.

Projects:

- Act of Kindness (Charity Mobile App)
- Tipster (Bidding Mobile App)
- Touch Up (Salon Service Mobile App)
- Hi-Tech Lubricants (Web-Based App)
- Al-Naboodah (Workshop Automation System)

Visualize Enterprise Solution (VES)

Data Analyst (Project-Based) | Nov 2020 – Dec 2020 (2 Months)

- Developed project plans in MS Project for management review.
- Created visual and graphical representations using Power BI reports.
- Developed low-fidelity wireframes for user experience mockups.

Out2Sol

Business Analyst (Internship) | Sep 2020 – Nov 2020 (3 Months)

- Learning JIRA Management Software.
- Conduct Daily Standup Meetings.
- Make Employees Daily Working Reports in Excel.
- Working on prediction analysis through Machine Learning.
- Make Mockup Dashboard of Sales report in Power BI for Client project.

TECHNICAL SKILLS

Microsoft Office

Microsoft Visio

Project Management

Machine Learning

WordPress

JIRA

Technical Doc

Power BI

SQA

EDUCATION

- **Bachelors in computer science**
Hamdard University | 2016 – 2020
- **Board of Intermediate Education Karachi**
Govt. Jinnah College | 2014 – 2015
- **Board of Secondary Education Karachi**
Metropolitan School | 2003 – 2013

TRAINING & CERTIFICATION

- **Google Professional Project Management Certification (PMP)**
COURSERA
- **Scrum Master Specialization Certification**
COURSERA
- **Data science Certificate**
COURSERA
- **Data Analysis with Python Certificate**
COURSERA

INTERESTS & HOBBIES



Researching



Data Analysis



Travelling



Cricket