

CURRICULAM VITAE

CHAITALI BERA

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CAREER OBJECTIVES:

Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential as well as willing to work a key player in a challenging and creative environment

WORK EXPERIENCE:

- ❖ Worked as a Business Analyst at Techno Exponent Pvt. Ltd from 10th December 2024 to 16th May 2025.
- ❖ Worked as a Business Analyst at Fusion Technosoft Pvt. Ltd. from 15th June 2020 to 27th September 2024.
- ❖ Worked as a Business Analyst at Shyam FutureTech LLP from 09th July 2019 till 09th June 2020.
- ❖ Worked as a Business Analyst at MET Technologies Pvt. Ltd. from 21st August 2017 till 08th July 2019.
- ❖ Worked as a Business Analyst at Unified Infotech Pvt. Ltd. from 21st September 2015 to 28th Oct 2016.
- ❖ Worked as a Business Development Manager at Brainium Information Technology Private Limited from 8th January 2015 to 8th September 2015.
- ❖ Worked as a Business Development Executive at Infosolz Consultancy Services Private Limited from 25th February 2013 to 7th January 2015.

PROFESSIONAL QUALIFICATION:

M.B.A. in Information Management from Xavier Institute of Social Service(X.I.S.S) in the year 2009-2011 with 71.8%.

Post Graduate Diploma in Information Technology from Indian Institute of Technology(I.I.T.),Kharagpur in the year 2005-2006 with 63.33%.

ACADEMIC QUALIFICATION:

Bachelor of Engg in Electrical from Bhadrak Institute of Engg and Tech (B.I.E.T.)Bhadrak in the year 2000-2004 with 68% marks.

I.S.C.(12th) from Beldih Church School, Delhi Board in the year 2000 with 60% marks.

I.C.S.E. (10th) from Beldih Church School, Delhi Board in the year 1998 with 70% marks.

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PROJECT & EXPERIENCE:

Job Responsibility at Techno Exponent Pvt. Ltd.:

- ❖ Conducted regular virtual meetings with clients and stakeholders using platforms such as Google Meet, Zoom, and Microsoft Teams to gather requirements, present solutions, and align on project goals.
- ❖ Translated business needs into clear documentation including BRDs, functional specifications, and user stories for development teams.
- ❖ Create flow diagrams using tools such as Visio and draw.io to visualize application in a snapshot.
- ❖ Based on system needs, create prototype, wireframes, mockups and screens.

Job Responsibility at Fusion Technosoft Pvt. Ltd.:

- ❖ Act as a liaison between clients and internal teams to ensure clear understanding of requirements.
- ❖ Involve in gathering, documenting, and analyzing business requirements.
- ❖ Preparing Proposal and BRD based on the requirement understanding.
- ❖ Monitor and organize all project activities in cooperation with and under the direction of the Project Manager.
- ❖ Communicate with client to identify and define project requirements, scope and objectives. Ensure that clients' needs are met as the project evolves and prepare project proposals, timeframes, schedule and budget.
- ❖ Prepare Gantt Charts and milestone breakdown for the projects assigned to me.
- ❖ Coordinate with teams to define milestones, task dependencies, and delivery dates.
- ❖ Draft and send weekly status updates to clients.
- ❖ Track budget, delivery time and escalate to management as needed.

Job Responsibilities at Shyam FutureTech LLP:

- ❖ Prepare the flowchart and wireframe of the website and mobile APP and get it approved by the client before the actual design starts,
- ❖ Prepare use cases, business requirements documents (BRD), system requirements specification (SRS) documents and other functional documents.
- ❖ Based on system needs, create prototype, wireframes, mockups and screens.
- ❖ Communicate with client in order to understand the exact requirement and prepare document accordingly.

Job Responsibilities at MET Technologies Pvt. Ltd:

- ❖ Creating, analyzing, and validating detailed functional specifications.
- ❖ Prepare the flowchart and wireframe of the website and mobile APP and get it approved by the client before the actual design starts,
- ❖ Prepare use cases, business requirements documents (BRD), system requirements specification (SRS) documents and other functional documents.
- ❖ Based on system needs, create prototype, wireframes, mockups and screens.

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- ❖ Defines project requirements by identifying project milestones, phases, and elements; forming project team; establishing project budget.
- ❖ Responsible to gather and elicit requirements for a particular project and support the development team.

Job Responsibilities at Unified Infotech Pvt. Ltd:

- ❖ Creating, analyzing, and validating detailed functional specifications.
- ❖ Prepare the flowchart and wireframe of the website and mobile APP and get it approved by the client before the actual design starts,
- ❖ Document exact business needs along with both functional and non-functional requirements.
- ❖ Prepare use cases, business requirements documents (BRD), system requirements specification (SRS) documents and other functional documents.
- ❖ Based on system needs, create prototype, wireframes, mockups and screens.

TECHNICAL SKILLS:

Software: Windows 7, Visio, Moqups., Figma.

Microsoft Office: Microsoft Visio 2010, Microsoft Word 2010, Microsoft Excel 2010, Microsoft PPT.

PERSONAL DETAILS:

Date of Birth : 30/05/82

Marital Status : Single

Sex : Female

E-mail: chaitali.bera2022@gmail.com

Permanent Address :

C/O. Mr. Swapan Kr. Bera,

H.No.15, Gandhi Road,

Sonari Jamshedpur,

Jharkhand 831001

REFERENCE:

The information provided here with is accurate and recent to the date indicated below.

Dated:

Place:

(Signature)