

## **Business Analyst (3–4 Years Experience)**

### **Ekshvaku Tech Innovations Pvt. Ltd. (ETI)**

 Location: Lucknow (On-Site – Full Time)

 Employment Type: Full-Time

### **About Ekshvaku Tech Innovations (ETI)**

Ekshvaku Tech Innovations is a fast-growing technology and consulting company delivering digital transformation, AI-driven solutions, enterprise software, and operational consulting services across India and global markets.

We help organisations streamline operations, implement scalable systems, and drive measurable business impact through structured technology and process interventions.

### **Role Overview**

We are looking for a **Business Analyst with 3–4 years of experience** who can independently handle requirement gathering, process mapping, stakeholder coordination, and documentation.

This is a **fully on-site role in Lucknow** requiring strong ownership, structured thinking, and the ability to translate business problems into implementable solutions.

The candidate will work closely with business stakeholders and technical teams to ensure successful execution of initiatives.

### **Key Responsibilities**

#### **◆ Requirement Gathering & Analysis**

- Conduct structured stakeholder meetings and workshops
- Elicit, analyse, and document business and functional requirements
- Prepare BRD, FRD, user stories, use cases, and requirement traceability matrix
- Manage scope clarity and requirement change documentation

### ◆ **Business Process Mapping**

- Develop detailed AS-IS and TO-BE process maps
- Identify inefficiencies and optimisation opportunities
- Design improved workflows and accountability models
- Document end-to-end business journeys

### ◆ **Operational Assessment & Gap Analysis**

- Perform structured gap analysis
- Identify automation, efficiency, and control improvements
- Support prioritisation and roadmap planning

### ◆ **Implementation & Delivery Support**

- Coordinate with development and QA teams
- Support UAT planning, test case validation, and user sign-offs
- Ensure proper documentation during implementation lifecycle

### ◆ **Reporting & Governance**

- Prepare weekly status reports and executive summaries
- Maintain documentation repository
- Track deliverables, dependencies, and risks

## **Required Skills & Experience**

### ✓ **Essential**

- 3–4 years' experience as Business Analyst / Functional Consultant
- Strong expertise in requirement documentation
- Hands-on experience in AS-IS / TO-BE process mapping
- Experience in stakeholder-facing roles
- Strong analytical and structured problem-solving ability
- Excellent written and spoken English
- Proficiency in MS Excel, Word, and PowerPoint

### ★ **Preferred**

- Knowledge of BPMN or process modelling tools (Visio, Lucidchart, etc.)
- Exposure to system implementation projects
- Understanding of SDLC and Agile methodologies
- Experience in structured consulting or enterprise environments

### **Educational Qualification**

- Bachelor's degree in Business, IT, Engineering, or related field
- Relevant certifications (CBAP, ECBA, Agile, PMP, Lean, Six Sigma) – Advantage

### **Work Expectations**

- 100% On-Site in Lucknow
- High ownership of deliverables and timelines
- Strong coordination across cross-functional teams
- Ability to handle structured documentation with minimal supervision
- Professional conduct and accountability

### **What We Offer**

- Exposure to enterprise and transformation-driven initiatives
- Structured growth pathway toward Senior BA / Functional Lead roles
- Performance-driven work culture
- Opportunity to work on impactful digital projects