

Anjali Singh

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PROFESSIONAL SUMMARY

Dynamic Business Analyst with over three years of experience in various development environments, including Agile-SCRUM, Hybrid, and traditional waterfall models. Adept at translating business requirements into product features, managing product backlogs, and ensuring the delivery of high-quality solutions. Proven expertise in all phases of the Software Development Life Cycle (SDLC) and Software Testing Life Cycle (STLC). Skilled in stakeholder management, requirements elicitation, and facilitating cross-functional team collaboration. Strong interpersonal and conflict resolution abilities, motivated by a drive for results and a commitment to delivering exceptional products.

TOOLS AND TECHNICAL COMPETENCIES

Applications	MS Office Suite, SharePoint
Documentation	Business Requirements, System Requirement Specifications, Functional Requirement Specifications, Use Case Documentation, Business Process Mapping, Workflow Analysis, Product Backlog Refinement, User Story Acceptance Criteria
Standards	Agile Manifesto, Quality Assurance (QA) standards, Change Management
Business Modeling/Requirement Management Tools	MS Visio, DrawIO, JIRA

EDUCATION AND CERTIFICATIONS

Bachelor of Technology

**Buddha Institute of Technology
Gorakhpur, UP**

PROFESSIONAL EXPERIENCE

Parangat Technology	Agile Business Analyst / Functional Project Coordinator	August 2022 - Present
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Responsibilities

- Translated business requirements into user stories, use cases, and technical requirements.
- Collaborated with Product Owners, SMEs, and end-users to understand the product backlog and develop detailed acceptance criteria for user stories.

- Interacted with business owners, SMEs, and management to identify the project scope and prepare Use Case and Activity Diagrams for technical requirements.
- Ensured compliance with SDLC policies and guidelines in project documentation.
- Facilitated defect review meetings, reviewed defects, identified severity, and set priorities as per client requirements.
- Participated in the development of training materials for new technology.
- Used Jira to create and manage product and sprint backlogs.
- Worked closely with Delivery Teams, participating in Story Reviews and Demos.
- Documented UAT test plans and reviewed test results, reporting bugs/issues using JIRA.
- Assisted QA in writing and executing test cases.

Alobha Technologies	Business Analyst	September 2020 - August 2022
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Responsibilities:

- Managed and documented changes to requirements throughout the project lifecycle.
- Decomposed high-level business and user requirements into technical requirements.
- Validated and obtained sign-off for technical requirements/specifications.
- Facilitated resolution and communication of issues and decisions across cross-functional teams.
- Participated in peer reviews of functional specifications, application previews, and test plans/test cases.
- Worked closely with QA and Developers to clarify functionality, resolve issues, and provide feedback to identify defects.
- Proactively communicated with the development team regarding task and project status and potential impacts on delivery dates and quality.

SKILLS AND COMPETENCIES

User Story Development	Product Backlog Management
Agile Methodologies (Scrum)	Stakeholder Engagement
Cross-functional Team Leadership	Requirements Elicitation and Documentation
Documentation and Prototype	Workflow and Process Optimization
Communication and Conflict Resolution	Quality Assurance and Testing Coordination

PROJECTS

[Auroscolar](#) [Project inclusion](#)
 Power Pointz - [App on Google Play](#)

Sagar Sinha - [App on Google Play](#)
 Mese - [App on Google Play](#)