

Deepali

Business Analyst

Noida Sector 62

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Summary:

Experienced Business Analyst with 1+year experience in Agile methodology, proficient in requirement gathering, problem-solving, analytics, and ensuring customer satisfaction and profitability. Skilled in coordinating Agile ceremonies, release planning, and development/testing processes. Expertise includes project documentation and translating user stories into actionable tasks. Passionate about driving business success through effective analysis and solution-oriented approaches.

Ready to drive organizational growth. Experienced working closely with stakeholders and development teams to elicit, analyze, and document requirements for business processes and information systems. Proficient in stakeholder management, conducting sprint ceremonies, facilitating standups, and maintaining project documentation.

Experience at delivering artifacts such as user stories, use cases and process flow Diagrams with extensive knowledge of the software development lifecycle (SDLC) and experience in co- coordinating with business and IT across all phases. Excellent interpersonal, communication skills, problem-solving skills, and attention to detail.

TECHENICAL AND PROFESSIONAL SKILLS:

- Requirements Gathering
- Requirement Elicitate
- Agile & Waterfall Methodology
- Software Development Cycle
- Moscow & Ranking Analysis
- Business Requirement Documents
- Functional Requirement Documents
- Product Backlog Management
- Scrum Ceremony
- JIRA
- Figma/whimsical
- MS-office
- Communication
- Stakeholder Relationship Management
- Wireframing
- User stories
- Use Case
- UAT
- Testing
- Power BI
- Tableau
- MS SQL

Professional Experience:

CliffMinds (Product and Service Based Company)

04/2023 – Present

Noida Sector 62

Associate Business Analyst

- Facilitated Joint Application Development (JAD) sessions to meticulously identify business rules and requirements, subsequently documenting them for comprehensive review across departments.
- Worked with cross-functional teams to improve product quality and resolve business related issues.

- Managed the Requirements Traceability Matrix (RTM) meticulously, utilizing Excel to meticulously track bugs and ensure able to move quickly.
- Create detailed requirement documents including Business Process Workflows (As-Is and To-Be), BRD, and FRD ensuring clarity and alignment with business objectives
- Knowledge of creating pre-sale document like RFI, RFP and SOW.
- Developed visually engaging Wireframes, Use Cases, and Activity Diagrams, enhancing communication and comprehension across stakeholders.
- Translated project goals and scope into technical terms, fostering shared accountability and driving towards successful project milestones
- Managed User Stories and documentation on platforms like JIRA and Confluence, ensuring streamlined collaboration and progress tracking.
- Facilitated Knowledge Transfer sessions, bridging the gap between business and technical teams for seamless understanding of processes and applications
- Conducted comprehensive Gap Analysis on project requirements, identifying areas for improvement and optimization.
- Analyzed the As-Is and To-Be state of the project and performed Gap Analysis.
- Designed and developed Use Cases, Use Case Diagrams and Activity Flow Diagrams.
- Learnt stakeholder Management
- Documentation for USER STORY, UAT, etc.
- Excellent communication, problem-solving, conflict resolution, facilitation, and documentation skills along with good process management skills to gather requirements.
- Have exposure in working with Agile methodologies (SCRUM, KANBAN, SPRINTS).
- Used JIRA to analyze and update the User Stories, Tasks and Burn Up/Burn Down charts to track the progress of the team.
- Actively involved in User Acceptance Testing (UAT), collaborating closely with testers and developers to ensure high-quality project delivery.
- Actively interacted with Stakeholders, developers, Designers, Testers, Deployment, Support Team.
- Engaged with clients to understand their needs, providing descriptive and elaborated solutions, occasionally reporting to senior management for strategic decision-making.
- Issue resolving within the company and occasionally of client.

Education:

BACHELORS OF SCIENCE(Biotechnology) 2022 passed out
VINAYAK VIDYAPEETH COLLEGE

INTERMEDIATE- (PCB) 2018-2019
RAGUNATH GIRLS INTER COLLEGE

HIGH SCHOOL 2016-2017
RAGUNATH GIRLS INTER COLLEGE