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# CAREER OBJECTIVE:

Solutions driven, enthusiastic business analyst with **2.8** years of experience boosting support business solution software and analyzing business operations. Experienced in building various Business-Related Documents, working as a Business Analyst. Currently Seeking opportunities to use analytical skills and strong people management skills to create cost-effective solutions and improve efficiency.

# SUMMARY:

* Prepared various documents while managing projects such as Business Requirement Documents (BRD), Project Scope, Project Plan, Functional Requirement Documents (FRD), Change Request, Resource register.
* Involved in the whole SDLC (Software Development Life Cycle) from Requirement Gathering to Delivery of value to customer.
* Experienced with Methodologies like Waterfall & Agile (Scrum).
* Experienced in making User Stories and maintaining the Product Backlog.
* Developed strong Interpersonal skills, with a focus on rapport-building, listening and questioning skills. Adept in client facing activities and communicating with multiple stakeholders.
* Expertise in preparing Requirement documents using MS Excel, MS Word, UML models, Wireframes and Prototypes.
* Expertise in manual testing includes Requirements Analysis, writing Test plans, Test Cases
* Good team working skills, communication & presentation skills with proven ability of conducting business discussions, negotiations across levels in the organization.
* Follow Business first approach to successfully Delivery Project with customer satisfaction.
* Excellent analytical, quick learning and problem-solving skills with a desire to work in a team- oriented environment.

# KEY SKILLS: ∙

* E commerce
* Requirements Gathering
* Stakeholder Management
* Business Process Improvements
* Business Intelligence
* Data Mapping
* Product Backlog Management
* Sprint Planning Management
* Business requirement document
* Functional Requirement
* Good Communication and
* Leadership skills

## TECHNICAL SKILLS:

* Microsoft Suite: Word, PowerPoint, Excel, Outlook.
* JIRA
* Experienced with Lucid Chart and Figma for Wireframe diagrams.
* In-depth knowledge and practical exposer in implementing Agile Methodology (Scrum, User story, Sprint etc.).
* Experience in business analysis, Software Development, maintenance, Deployment and Business Analyst Profiles
* Balsamiq
* Basic SQL
* Power Bi

# EDUCATION:

B.Sc. Comp. Sci (Hons)

PGDAV College (University of Delhi) **2014-2017**

# **PROFESSIONAL EXPERIENCE:**

**Business Analyst October 2021 - till Date**

**Hitech Infosystems**

* Developed BED, determined Key Performance Indicators (KPI) and coordinated the measurement result.
* Analyzed qualitative and quantitative data to uncover competition and industry information to drive the business revenue.
* Gathered information, analyzed new products and services, and allocated relevant data to different departments.
* Strong listening and interpretative skills for facilitating understanding of issues and solution designs.
* Ensuring communication with all stakeholders and bridging the gap between management, developers, and stakeholders.
* Conduct business process analysis and identify critical issues and gaps for an established organizational process.
* Develop a roadmap for short and long-term work, manage prioritization, and monitor the work to meet objectives,
* Manage projects and create detailed business process roadmaps for the largest single capital project.
* Analyze research findings to support strategic planning and decision-making.
* Collect data from various sources such as internal systems, market research, and customer feedback.
* Assist in facilitating communication between business stakeholders and technical teams.
* Stay updated with the latest industry trends, tools, and methodologies in business analysis.
* Participated in training sessions and workshops to enhance analytical skills and knowledge.

## DOCUMENTS PREPARED FOR PROJECT:

* Requirement Elicitation and Gathering Documents
* RFI and RFP Documents
* User Story
* Wireframe, Diagrams and Prototypes
* Retrospective documents
* Use Case Documents
* Scope Management
* Test Cases and Scenarios Documents.
* Functional Requirement Document and System Requirement Document.