**Pramod Kumar**

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**Summary:**

* Extensive experience as a Functional Business Analyst in all phases of Software Development Life Cycle (SDLC) in Agile, waterfall, hybrid methodology.
* Proficient in eliciting requirements using methods such as document analysis, one-on-one interviews with stakeholders, brainstorming, preparation sessions for shared requirements
* Improved performance by early Risk Identification by conducting analysis.
* Proficient in using tools like MS Visio, Visual Paradigm for creating UML diagrams like Use Cases, Class Diagrams, Entity Relationship diagram (ER), Activity Diagrams and BPMN for process diagrams.
* Good experience in application design (Mockup screens, Wireframes, and Prototypes using FIGMA, Pencil and Balsamiq)
* Well-versed with testing methodologies like User Acceptance Testing (UAT), Regression, , Functional testing.
* Good experience in Relational Database Management System including performing SQL queries for mapping of various system applications.
* Good in the use of Agile project management tools such as JIRA/ Confluence to document and visualize stories, tasks, and measure performance through burn down charts/velocity charts and other KPIs.
* Experienced in facilitating Scrum Ceremonies such as Backlog Grooming Session, Sprint Planning Meeting, Daily Stand Up, Sprint Review Meeting, Sprint Retrospective Meeting and closely watched Kanban board each day to get project update from the Kanban team and provide the same to the stakeholders.
* Assisted Product Owner in refining product backlog, writing Technical User Stories using INVEST criteria and prioritizing user stories using MoSCoW techniques.
* Calculated Velocity and Capacity for teams based on the previous sprints and monitored burndown chart and other KPIs for team’s performance.
* Spearheaded sprint targets and mitigated impediments to guarantee that the teams produce the MVP according to the plan.

**Educational** **Credentials:**

Bachelors in Computer Application, Bangalore University,2010

Masters in Computer Application, MTU, 2013

**Technical Skills:**

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| **Methodology** | Agile (**KANBAN**, Scrum,), Waterfall, Hybrid |
| **Project management tools** | **JIRA**, **Confluence** |
| **Designing Tools** | FIGMA, Balsamiq, Pencil |
| **Modelling Tools** | **MS Visio**, Visual Paradigm |
| **Documentation Tool** | Confluence |

**Professional Experience:**

Cliffminds, NOIDA October 2020-Current

Business Analyst

* Analyze client’s business requirements and processes through document analysis, workshops and work flow analysis and translate those into system requirements and user stories
* Relaying business requirements of features to development teams through Agile SDLC
* Conducted requirement gathering session with end users, facilitate the requirement validation sessions, work-group meeting session, reach out to users through emails, schedule meetings to gather business requirements
* Excellent oral and written communications skills and experience interacting with both business and IT individuals
* Assisted in the implementation and support of HRMS projects, ensuring they met business requirements.
* Conducted interviews and workshops with stakeholders to gather and validate requirements.
* Facilitated the enhancement of the existing HRMS to include new features and functionalities.
* Gathered and documented detailed business requirements and translated them into technical specifications.
* Experience in analysis and estimation of the project through agile process
* Engage client to gather software requirements/business rules and ensure alignment with development teams.
* Identified business needs during the design and build process to modify the software based on client business needs, uses cases and acceptance criteria
* Worked closely with development team and testing software releases.
* Worked closely with QA Manager to prepare Business Requirements to create Test Plans, Test Cases and Test Approach/Strategy documents
* Developed and maintained project plans, schedules, and budgets for HRMS implementation projects.
* Coordinated with cross-functional teams to ensure alignment on project goals and deliverables.
* Conducted user acceptance testing (UAT) and worked with stakeholders to ensure system effectiveness.