

Ritu Sharma

I am a motivated professional with strong analytical and people management skills. I am skilled in identifying and documenting quality user business requirements.

+91 7340637004

ritusharma11216@gmail.com

<https://www.linkedin.com/in/ritu-sharma-46274219b/>

EXPERIENCE

Trigyn Technologies, Business Analyst

May 2023 - PRESENT || E-governance

- Gathering and analyzing business requirements by Conducting stakeholder interviews to identify areas of improvement.
- Collaborated with the project manager to manage SDLC and prepare the Project plan, WBS, RTM, and Root cause Analysis.
- Delivered presentations on project progress at regular review meetings by designing Dashboards and Reports.

JPloft Solutions, Business Analyst

June 2022- May 2023 || multi-vendor projects

- Worked with large-scale business (ERP Or CRM) Implementation.
- Collaborated with cross-functional teams including development, design, and QA to ensure accurate interpretation and implementation of requirements.
- Prioritized Backlog tasks, Sprint planning, Use cases, and elaboration of user stories and MVP & Release Management.

Clients First IT, Business Analyst

Oct 2021- May 2022

- Prepared winning proposals on different technologies in response to RFPs for Web and Application development projects.
- Prepared Pre-sales documents including BRD, FRD, SRS, NDA, SLA, and wireframing.
- Prepared MOMs and assigned daily tasks to the Team by collaborating with the Team Lead.

EDUCATION

University of Engineering and Management, Jaipur

Bachelor in Computer Applications

2019-2022

Awards & Achievements

- 2 Awards for **Employee of the Month** in Trigyn.
- Award for **Employee of the Quarter** in Trigyn.
- Award for **Best dancer** in the company.
- Award and Certification to manage the NAAC Team Survey at University.

SKILLS

- Agile & Waterfall Methodologies
- Gap & Impact Analysis
- Business & Requirement Analysis
- Functional & UAT Testing
- SWOT Analysis
- Requirement and PCI Documentation
- Communication & Interpersonal skills
- SDLC Management
- Risk & Opportunity Analysis.

Tools & Technologies

- Tableau
- SQL
- Excel
- Python
- MS Suite
- Jira: Scrum/Kanban
- Confluence
- MS Team/Outlook
- Figma, Visio & Balsamiq

Certifications

[Business Analyst and Project Manager](#)

[Collaboration Building Rapport with Customers](#)

[Fundamentals of programming](#)

[Learning Data Analytics](#)