SHIVENDRA PRAKASH

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EXPERIENCE

Business / Data Analyst
Coditro LLP

Sept 2022 – Present
Noida, IN

- Authority over preparing various document such as Business Requirement Documents (BRD), Project Scope, Project Plan, Functional Requirement Documents (FRD), Risk Register, issue logger, Change Request, Resource register and learning's.
- In-depth knowledge of different Software Development Lifecycle (SDLC) Methodologies like Waterfall & Agile Methodologies (Scrum).
- Expertise in preparing Requirement documents using MS Excel, MS Word, Wireframes and Prototypes, using software such as MS Visio, Figma.
- Uses statistical tools and methodologies to analyze data generate useful business insights.
- Provides analytical support to help make business decisions, often through ad-hoc queries and reports.
- Develops regular reports and dashboards for management, highlighting key metrics and findings.

Business Analyst
Coditro LLP

Mar 2021 – Aug 2022
Noida, IN

- Gathering functional/non-functional requirements documents using cases and test plans from product definitions.
- Support the design, build and deployment of IT solutions in SDLC.
- 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.
- 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.
- Conducted evaluation of organization's workflows, implemented process improvements on Microsoft Share Point to optimize internal processes and to determine cost drivers in processes using detailed methodologies.

Associate Business Analyst
Coditro LLP

Mar 2020 – Feb 2021
Noida, IN

- Assist in preparing detailed documents such as business requirements, functional specifications, and system requirements.
- Provide administrative support to project managers and senior analysts, such as scheduling meetings and maintaining project documentation.

Fund raiser
Plan India

Sept 2019 – Feb 2020
New Delhi, IN

Public Engagement Officer
Community Mobiliser
Teach for green

July 2018 – July 2019
Feb 2018 – July 2018
New Delhi, IN

SKILLS

Professional:
- E-Commerce
- Business Rules
- Requirements Gathering
- Stakeholder Management
- Business Process Improvements
- Business Intelligence
- Business Requirements Documents
- Diagrams
- Data Mapping
- Functional Requirement
- Good Communication and Leadership skills
- Independent and team working skills.

Technical:
- SQL
- Microsoft Suite- Excel, Word, PowerPoint
- Jira, Trello, Asana
- Power BI, Tableau
- Figma and Lucid chart
- Specialization in Human Resource Integrated System (Vendor Management System) Domain.
- In depth knowledge and practical exposer in implementing of Agile Methodology (Scrum, User story, Sprint etc.).
- Experience in Software Development, maintenance, Deployment and Business Analyst Profile.

Documents prepared for the project
- Requirement Elicitation and Gathering Documents
- RFI and RFP Documents
- Scope Management
- User Story
- Wireframe, Diagrams and Prototypes
- Retrospective documents
- Use Case Documents
- Test Cases and Scenarios Documents.

EDUCATION

UNIVERSITY OF DELHI – New Delhi, IN

Forensic science (Cert.)
DEPT. OF ANTHROPOLOGY

📅 *2014*

UNIVERSITY OF DELHI – New Delhi, IN

Bachelor of Science, Physical Sciences
Mathematics, Physics & Chemistry as core subject

📅 *2012*

EXTRA-CURRICULAR

NCC C-Certificate, New Delhi

No-1 AIR Squadron

- Grade- A

National Social Service – D.U.

Volunteer

- Active NSS volunteer during college

CERTIFICATIONS

Course On Computer Concepts

from NIELIT

Automation Business Analysis - Concepts and Principles

Completed a comprehensive course on Business Analysis Aligned with IIBA's BABOK from Coursera.

Agile with Atlassian Jira

Course on foundational principles and practices used by agile methodologies by Atlassian.

LANGUAGES

Hindi, English