**Siddharth Dwivedi**

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**9870560556**

**PROFESSIONAL SUMMARY:**

* Solutions-driven, Enthusiastic business analyst with three years of experience boosting and supporting business solution software and analyzing business operations. Experienced in building various Business-Related Documents. Working with a Product-based Company, joined as a trainee/associate, and gradually got myself the title of Business Analyst. Currently Seeking opportunities to use analytical skills and strong people management skills to create cost-effective solutions and improve efficiency.
* Requirement gathering and requirement elicitation using techniques such as Brainstorming, prototype, workshops & focus groups.
* Coordinated with business users to prepare and update Business Requirement Documents (BRD) and Functional Requirement Documents (FRD) and Created Use Cases.
* Worked in development of the Test Plan and Test Cases, and conducted UAT (User Acceptance Testing).
* Worked with cross-functional teams to improve product quality and resolve business-related issues.
* Documentation (BRD, USER STORY, TEST CASES, etc.)
* Recorded and documented test results using JIRA.
* Developed Test Cases for unit testing, and prepared a spreadsheet for testing criteria, including regression and functional testing.
* Actively listened to customers, handled concerns quickly and escalated major issues to the supervisor.
* Managed smaller projects which included requirement gathering, testing, training and implementation.

SKILLS:

* Agile Framework
* Analytical Skills
* Requirement Gathering
* Project Management
* User Stories
* Use Cases
* Test Cases
* Problem-Solving
* Test Cases
* UML diagram
* Gherkin Language
* Draw.io
* Figma
* Wireframes
* Jira
* Documentations
* MS Office

**Education**

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| --- | --- | --- |
| **Qualification/completed** | **School / College** | **Board/Percentage** |
| 10th(High School) 2011 | Jugal Devi Saraswati Vidhya Mandir, Kanpur | **C.B.S.E** / 62% |
| 12th(Intermediate) 2013 | Jugal Devi Saraswati Vidhya Mandir, Kanpur | **C.B.S.E** / 60% |
| BBA (Bachelor’s) (2014-2017) | Dr. C V Raman University, Kota | 74% |
| PGDM (Marketing) 2018-2020 | Jaipuria School Of Business, Ghaziabad | 60% |

**DOCUMENTS PREPARED FOR THE PROJECT**

* Elicitation and Gathering Documents
* RFI and RFP Documents
* RTM
* BRD
* Requirement User Story
* Wireframe, Diagrams and Prototypes
* Retrospective documents
* Use Case Documents
* Test Cases and Scenarios Documents.

**Professional Experience:**

**Cliff Minds Pvt. Ltd. Noida**

**Associate Business Analyst SEP 2020 – DEC 2020**

**Business Analyst JAN 2021-Till Date**

 **Project description**: I worked on various projects including new products i.e., HRMS and enhancements to existing products.

* Fully involved in Software Development life cycle (SDLC) from Requirement gathering till product deployment to the customer. I even host, I even facilitate, and yes, I am the one who presents and demonstrates the sprints according to the release note.
* As per the client's need and Aim, we always delivered the project on time.
* Proposing the client a new update enhancement feature to ensure better program usage.
* Responsible for creating documents like revise BRDs, and FRDs as per client requirements.
* Build the requirement features, and user stories, and maintain backlog with priorities, using the JIRA platform.
* Conducted, Organized and Participated in all agile practices daily scrum, iteration planning, and Retrospective activities.
* Familiar with and working in an Agile Scrum environment, assisting in sprint call, and daily standup calls.
* Performed test case reviews and demonstration-assisted UAT testing. Also, the ability to break down requirements into epic features and user stories.
* Experience in gathering client requirements, and proposing solutions until the requirements get frozen.
* Discussion with the Quality Assurance team to ensure the full status of the listed acceptance criteria.
* Creating dashboards and presentations for program review.
* Bug issues identified, tracked, reported on and resolved on time.
* Prioritize requirements with MOSCOW and SMART analysis and create conceptual prototypes and wireframes. with Figma.
* Coordinate with the development team for testing and implementations for various releases.
* Experience in writing & reviewing Use Cases, Business Requirements
* Business Requirement Documents (BRD). Functional Requirement Documents (FRD) and tracking and managing Requirement Traceability Matrix (RTM).
* Discussion as much as possible with the technical team to ensure that the requirements are clear.
* Performed Test case reviews and demonstrations.
* Review of functional and non-functional business requirements specification.