**Tanvi Rastogi**

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**9999617993**

**Profile Summary:**

Dynamic Business Analyst with extensive 3+ Years of experience in requirements gathering, implementation, development, and testing for enterprise-level applications and analytics. Proven track record in process optimization, data analytics, and effective stakeholder management. Proficient in both SDLC and STLC, with expertise in Agile and Waterfall methodologies. Comprehensive involvement in the entire project lifecycle, from initial requirement gathering to delivery, including creating key documents like BRD, FRD, and SOW (Scope of Work). Experienced in Release Planning, Test Planning, and managing release deliverables, with strong decision-making and communication skills. Adept at writing complex SQL queries for data analysis and collaborating with development teams to design, test, and implement API solutions.

Skills

* **Business Requirements Gathering**
* **Project Management–Agile (SCRUM) & Waterfall**
* **Documentation- RFI, RFP, BRD, FRD, SRS Test cases, etc.**
* **Designing, Wireframing, Prototyping, Flow Charts-FIGMA, Balsamiq**
* **Scrum Master - Highly Proficient in Project Management tools - Jira**
* **Documentation - Ability to write clear User Stories & Product Backlog**
* **Business Process Improvement**
* **Stakeholder Management**
* **Scheduling & Time Management**
* **Independent and team working skills**
* **Microsoft Office: Word, PowerPoint, Excel, Outlook.**
* **Critical Thinking & Problem Solving**
* **Optimistic & Problem-Solving Approach**
* **Effective Communication**

**Professional Experience**

**Business Analyst**

**Intech Globe Pvt Ltd,Noida Sep 2022 – Present**

* Gathered, translated, and documented stakeholder requirements for system enhancements, ensuring clarity and alignment with business goals.
* Created detailed Software Requirement Specifications (SRS), Business Requirements Documents (BRD), Functional Specifications (FSD), and Use Case Specifications to guide development.
* Created and executed comprehensive Design and Development Plans (DDP) to ensure structured and efficient project workflows.
* Conducted user testing and gathered feedback for iterative improvements, enhancing system functionality and user experience.
* Implemented feedback loops and continuous improvement cycles based on user testing results to refine and optimize system designs.
* Facilitated effective brainstorming and data-gathering workshops for comprehensive requirement collection.
* Prepared meticulous user stories and test cases for User Acceptance Testing (UAT) and pilot testing, ensuring quality and functionality.
* Maintained thorough project documentation, including project plans, status reports, and decision logs to track progress and decisions.
* Managed resource allocation effectively using a resource allocation matrix to optimize project efficiency.
* Coordinated resource planning and scheduling to ensure timely availability and utilization of team members and assets.
* Monitored project timelines and resource commitments to identify and address potential bottlenecks.
* Collaborated with cross-functional teams to adjust resource allocation based on project priorities and changes.
* Maintained up-to-date resource allocation data to support decision-making and project planning.
* Utilized Agile methodology, participated in Scrum meetings, and managed JIRA Kanban boards for streamlined project management.
* Developed robust test cases for functional and regression testing, documenting criteria and results to ensure high standards.
* Actively collaborated with support teams to discuss and resolve escalations or issues, enhancing overall project success.

**Associate Business Analyst**

**Intech Globe Pvt Ltd,Noida Jan 2021 – Sep 2022**

* Conducted stakeholder interviews to gather business needs, objectives, and challenges.
* Created and maintained business requirements documents (BRDs) and functional specifications.
* Provided requirement clarification and issue resolution for development teams.
* Collaborated with project managers, developers, testers, and stakeholders throughout the development lifecycle.
* Actively participated in weekly team meetings with the senior business analyst and project team.
* Supported user acceptance testing (UAT) to ensure sprint deliverables met business requirements.
* Maintained and updated sprint backlogs throughout the development cycle.

**Talific Consulting Services**

**Business Development Manager**

**Feb 2018 - Dec 2020 Noida**

"Strategic Business Development Manager Driving Growth and Partnerships"

* Develop and execute strategies to identify and target new business opportunities within the IT sector.
* Build and maintain strong relationships with existing clients and key stakeholders to ensure client satisfaction and retention.
* Conduct market research to identify emerging trends, competitive landscapes, and potential areas for growth.
* Collaborate with internal teams, including sales, and technical teams, to develop tailored solutions for clients and prospects.
* Lead the preparation and delivery of sales presentations, proposals.
* Drive the sales cycle from lead generation to closure, ensuring timely follow-up and effective pipeline management.
* Develop and maintain a deep understanding of the company's products, services, and capabilities to effectively articulate value propositions to clients.
* Monitor and analyze sales performance metrics to track progress against targets and identify areas for improvement.
* Represent the company at industry events, conferences, and networking functions to promote brand awareness and generate new business leads.
* Stay informed about industry trends, regulations, and technological advancements to anticipate client needs and adapt business strategies accordingly.

**Business Development Executive**

**Jul 2016 - Feb 2018**

* Identify and develop new business opportunities through market research and networking.
* Generate leads and cold call prospective clients to introduce company services.
* Build and maintain relationships with existing clients to ensure satisfaction and repeat business.
* Prepare and deliver sales presentations to potential clients, showcasing the benefits and features of the company’s offerings.
* Negotiate contracts and pricing terms with clients to secure profitable deals.
* Collaborate with internal teams, including marketing, product development, and customer service, to meet client needs and objectives.
* Stay informed about industry trends, competitor activities, and market developments to identify opportunities for growth.
* Track sales performance and report on key metrics to management regularly.
* Attend industry events, conferences, and trade shows to promote the company and expand professional network.

**Project/Product Experience: -**

**Insurance, E-Commerce**

**Project Description: - E-Commerce Online Healthcare Petcare App.**

**Project Description: - Insurance**

**EDUCATION:**

**Master of Business Administration (MBA)**

IMS College | 2014-2016