Yogita
Delhi, India
8168902981 | yogita.work21@gmail.com

Professional Summary

Business Analyst with 3.5 years of experience in assisting and fulfilling client needs and requirements throughout the software development life cycle. Skilled with advanced knowledge of project management, documentation, designing, and testing. Worked on HRMS product and currently working on E-commerce project. Looking for challenging roles to utilize and sharpen my skills to the fullest and turn out to be a wonderful asset for the growth of the organization. Open for Onsite work.

Technical Skills

- Figma
- Wireframes & Project Planning
- User Stories
- BRD & FRD
- Jira, Kanban & Scrum
- Sprint Planning & Backlog Grooming
- SDLC
- Agile & Waterfall
- Requirement Gathering & Requirement Analysis
- Tableau
- Good Presentation Skills
- Strong Verbal and Written Communication skills

Work Experience

- **Intech Globe, Delhi (WFH)**   January 2021 - Present
  Business Analyst
    - Involved in full software development lifecycle from requirement gathering to delivering the project to the stakeholder.
    - Ensuring communication with all stakeholders and bridging the gap between client management, developers, and other stakeholders.
    - Participated in Stand Up Meetings and Scrum Meetings/Ceremonies.
    - Responsible for creating documents like revised BRDs, and FRDs as per client's requirements.
    - Build the requirement features, and user stories, and maintain backlog with priorities using the JIRA platform.
    - Create Wireframes with Figma.
    - Monitored current systems and staff activities to compile detailed and current information
    - Familiar with working in an Agile Scrum environment, assisting in sprint and daily standup calls.
    - Experience in gathering client requirements and prioritize requirements as the planned delivery.
    - Experience in writing & and reviewing Use Cases as per Business Requirements.
    - Discussions with the technical team to ensure that the requirements are clear.
    - Performed User Acceptance Testing.

Education

- **Bachelor of Business Administration**   2020
  DCRUST, Murthal

- **Intermediate**   2017
  HBSE

- **Matriculation**   2015
  HBSE

Extracurricular Activity

- **Dexterity Global Records**
  Contributed to the creation of the World's biggest Pop Art of Mr. Sonu Sood as part of a collaborative team effort, resulting in the establishment of a Dexterity Global Record.