

Name:- JANHAVI VIJAY
BORHADE

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Core competences: -

- Business Analysis Planning and Monitoring.
- Elicitation and Collaboration.
- Requirement Life cycle Management.
- Requirement Analysis and Design Definition.
- Strategy Analysis
- Solution Evaluation
- Stakeholder management
- Project management

Technical skills

- Documentation Tools: MS Suite. |
- Prototyping & Wire frames Tools: Axure & Balsamiq
- Modeling Tools: MS Visio, Draw.io.
- Database: SQL
- Project Management tool:- JIRA
- Reporting Tools: Power BI, & Tableau.

Education:-

Master in Commerce

Certificates:-

Certified IT – Business Analyst IIBA [EEP]

Language:- English, Hindi, Marathi

Career object: -

Trainee with 1+ years of experience in Business Operations domain seeking to leverage my Business Analysis expertise in requirement gathering, process improvement, and solution delivery to contribute to organizational growth, while continuously enhancing my professional skills and delivering value to stakeholders

Profile summary: -

- In depth knowledge of SDLC in various phases (i.e Waterfall & agile)
- Proficient in eliciting, analyzing, and documenting business requirements using tools like MS Visio, JIRA.
- Proficient in Waterfall Model:Preparing BRD, FRD, SRS preparing RACI Matrix, BCD, created UML Diagrams and Prototypes and requirements tracking through RTM well versed with UAT handling change Request.
- Expert in Agile Scrum: Creation of user stories and Added Acceptance Criteria, BV & CP, Sprint; Product Backlogs conducted various Sprint Meetings; Sprint &Product Burndown charts ensured DOR and DOD checklist.
- Recognized for excellent communication and presentation skills, ensuring clear understanding between business and technical teams.
- Possess a problem-solving mindset and adaptability, with strong attention to detail in dynamic environments.

Work exp.

Company name :- Atos Global

| Duration | :-Aug 2022 – Oct 2023 (1.2 Yrs)

Designation: Trainee

Responsibilities: KPI analysis, Timesheet analysis,Resource analysis,Business reviews

Project 1:-Optic Core Dashboard | Agile |

Project description:- Create a unified dashboard to monitor headcount, attrition, and utilization across geographies and practices Provide real-time visibility into hiring, exits, and net changes to support strategic workforce planning

Role:-Business analyst

Responsibilities

- Involved in Interacting with the stakeholders and gathering requirements by using various elicitation techniques.
- Assisted in Creating user stories with appropriate acceptance criteria with the Product Owner. Added user stories into product backlog using the JIRA tool.
- Collaborated with Product Owner and Scrum Master for BV and CP,assisted the Product Owner for the creation of DOR and DOD checklist and Participated in sprint ceremonies to remove road blocks in the project.
- Participated in product planning and UAT to successfully deliver each sprint component.

Project-2 :- TimeAlign | waterfall |

Project description:- Develop and deploy an Automated Timesheet Monitoring Notification System integrated with the existing system.

Role:-Business analyst

Responsibilities:-

1. Assisted senior BA in conducting Enterprise Analysis ,creating a Business Case Document, conducted Stakeholder Analysis and prepared RACI Matrix.
2. Involved in gathering requirements using Elicitation Techniques and creating a Business Requirements Document (BRD).
3. Participated into translating BRD into Functional Requirements Document (FRD) and collaborating with the technical team, and preparing SRS Document.
4. Involved in creating UML diagrams and wireframes to visually represent requirements using MS Visio, Balsamiq, and Axure and assisted in creating and maintaing RTM.