SNEHA BHANJI

Business Analyst

CONTACT

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📍 **Pune**

CORE COMPETENCIES

- 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

- **Platforms:** MacOS and Windows
- **Database:** MySQL
- **Modeling Tools:** MS Visio 2007, Draw.io
- **Documentation Tools:** MS Office
- **Prototyping Tools:** Axure 6.5 and 7.0 and Balsamiq
- **Other Tools:** Power BI, Tableau
- **Reporting Tools:** JIRA

DOMAIN KNOWLEDGE

LMS

EDUCATION

BE (Computer Science and Engineering)

CERTIFICATION

Certified IT-Business Analyst from COEPD (IIBA-EEP)
Certified iOS Developer from BitCode Technologies

LANGUAGES

English
Hindi
Marathi

CAREER OBJECTIVE

An individual is a highly accomplished technocrat with 3.5 years of experience in IT & training. Skilled at understanding complex business needs and translating them into actionable requirements for software development teams, leveraging their data-driven approach and core competencies to drive success.

PROFILE SUMMARY

- In-depth knowledge of SDLC in various phases (i.e waterfall & agile).
- Proficient in **Waterfall Model**: Gathered requirements using **Elicitation Techniques** and prepared **BRD, FRD, SRS** prepared **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.
- Become the point of contact for partners teams with questions about specific areas, such as adaptive learning, course content customization, learning management system integrations, etc.
- Assists in planning/scheduling major or long-term projects.
- Provided internal IT support for hardware and software applications for the department.

PROJECTS WORKED ON

Project Name: BitCode LMS (Agile)
Tools Worked On: SQL, JIRA, SCRUM, Power BI, Tableau

Key Responsibilities:
- Interacted with the stakeholders and gathered requirements by using various **elicitation techniques**.

- Created user stories with appropriate acceptance criteria with the assistance of the Product Owner. Added **user stories** into **product backlog** using the **JIRA** tool.
- Prioritized and validated the requirements using **Moscow** and **FURPS** technique, added **user stories** to **sprint backlog** based on prioritization order.
- Collaborated with Product Owner and Scrum Master for **BV** and **CP** and assisted the Product Owner for the creation of **DOR** and **DOD** checklist.
- Participated in **sprint ceremonies** to remove **road blocks** in the project.
- Generated **Sprint, Product Burn down/Burn up charts** to track the project progress.
- Participated in product planning and **UAT** to successfully deliver each sprint component.
- Actively participated by collaborating with the BitCode team in performing Gap Analysis, SWOT Analysis and Decision Analysis in the end-to-end implementation of BitCode LMS online application.

Project Name: HRMS (Waterfall)
Tools Worked On: MS Visio, Balsamiq and Axure

Key Responsibilities:
- Conducted **Enterprise Analysis** and under the assistance of a senior BA in creating a Business Case Document, conducted **Stakeholder Analysis**, and prepared **RACI Matrix**.
- Gathered requirements from business heads using **Elicitation Techniques** and created a Business **Requirements Document (BRD).**
- Translated **BRD** into **Functional Requirements Document (FRD)**, Collaborated with the technical team, and prepared **SRS Document**.
- Created **UML diagrams** and **wireframes** to visually represent requirements using **MS Visio, Balsamiq, and Axure.**
- Created and maintained **RTM** throughout the project.
- Assisted in Testing Team by preparing **Test Case Scenarios** and ensured the **UAT** was successful.
- Facilitated the team for the end-to-end implementation of HRMS application.
- Prototyped the requirements for the understanding of stakeholders. Lead a result oriented team and manage the Branch Profitability. Ensuring high quality service and Customer Relationship Management.

Organisation: BitCode Technologies Pvt Ltd.   **Duration:** July 4th 2017 to January 21st 2021
Designation: Trainer

Key Responsibilities:
- Worked as Counsellor by taking enquires and handling the query efficiently.
- Played a key role in increasing the number of students enrolled for various courses in organisation.
- Worked as HR in processing and hiring the right candidates for organisation.
- Learned various programming languages to train students on various applications.
- As a trainer was involved to conduct batches offline and design the course module accordingly.