

VISHNU UT

Business Analyst

CONTACT DETAILS:

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CORE COMPETENCIES:

- Business Analysis Planning and Monitoring
- Stakeholder Management
- Wireframes/Prototypes
- Agile/Scrum
- Elicitation techniques
- Change requests
- Project Management Tool

TECHNICAL SKILLS:

- ✓ Operating System: Windows
- ✓ Design Tool: Balsamiq, Axure
- ✓ Modelling Tools: MS Visio
- ✓ Utility: MS Office Suite
- ✓ Languages: UML, UML 2.0
- ✓ SDLC Models: Waterfall & Agile Scrum
- ✓ Agile Tools: Jira
- ✓ Database Tool: SQL
- ✓ Reporting Tools: Power BI, Tableau

DOMAIN KNOWLEDGE:

BFSI

CERTIFICATION:

- IT Business Analyst Certification (COPED)
- Microsoft Excel Certification
- Mutual Fund Distributors Certification - Series: VA

EDUCATION:

MBA - St Aloysius College, AIMIT - Mangalore, Karnataka

LANGUAGES:

English, Hindi, Malayalam, Tamil

CAREER OBJECTIVE

Experienced Business Analyst with 2.6+ years of overall experience, including 2+ years as a Business Analyst with 1+ year in the BFSI domain. Proficient in process analysis, documentation, and stakeholder communication.

PROFILE SUMMARY

- Experienced **Business Analyst** with proven expertise in **HR** and **BFSI** domains, having worked on in-house HRMIS portals and banking applications.
- Proficient in SDLC methodologies, with hands-on experience in both **Agile Scrum** and **Waterfall models**.
- Good ability to translate **Business Requirements Documents (BRD)** into **Functional Requirement Documents (FRD)** and maintain **Requirement Traceability Matrix (RTM)**.
- Adept in **Agile practices**: writing detailed **User Stories** with Acceptance Criteria, estimating Business Value (BV) and Completion Probability (CP), managing **Product and Sprint backlogs**, and ensuring clear **DoR (Definition of Ready)** and **DoD (Definition of Done)**.
- Experience in handling HR operations, sales processes, investment management, and client engagement, aligning business goals with technical solutions.

WORK EXPERIENCE

CareerPaths – June 2024 to till date

Designation: Lead HR

Project: HireView – In-house HRMIS Portal (Agile)

Role: Business Analyst

Duration: Ongoing

Project Description:

HireView is an in-house Human Resource Management Information System developed to digitize and streamline HR operations like employee onboarding, attendance tracking, leave management, performance evaluation and exit formalities at CareerPaths. This web-based platform centralizes HR data, empowers employees with self-service capabilities, & enables real-time analytics for informed decision-making.

Responsibilities:

- Collaborated with HR leadership, department heads, and technical teams to gather, document, and validate functional and non-functional requirements.
- Created detailed **user stories** with acceptance criteria and maintained the **product backlog** using **JIRA**.

- Interacted with the stakeholders and gathered requirements by using various **elicitation techniques**.
- Prepared and validated **Definition of Ready (DoR)** and **Definition of Done (DoD)** for each backlog item.
- Participated in all Agile ceremonies including sprint planning, daily stand-ups, sprint reviews, and retrospectives to facilitate smooth project execution.
- Designed wireframes and mockups with Balsamiq and modeled workflows using MS Visio and Draw.io.
- Led **User Acceptance Testing (UAT)** sessions with HR teams and end-users to validate functionality and usability.
- Played a major role in training employees and overseeing the phased rollout of HireView across departments, achieving high user engagement and operational efficiency.

KOTAK SECURITIES – Jan 2024 to June 2024

Designation: Deputy Manager

Project: Migration of HR Services to Kotak Universe Application (Waterfall)

Role: Business Analyst

Duration: 2 Years

Project Description:

Kotak Universe is a centralized internal web-based platform developed to unify and digitize HR services across various business units at Kotak. The aim of the project was to migrate legacy HR workflows to a modern platform that provides end-to-end digital solutions for core HR functions. The application enhances transparency, reduces manual intervention, and improves the overall employee experience.

Responsibilities:

- Conducted **SWOT analysis** of legacy HR services to identify system inefficiencies and areas for functional enhancement.
- Performed detailed **Gap Analysis** to assess differences between existing legacy systems and the proposed Kotak Universe features.
- Conducted stakeholder interviews and gathered requirements using **elicitation techniques** like document analysis, interviews, and workshops.
- Created **prototypes** and **mockups** using **Balsamiq** and **Axure**, ensuring that the redesigned UI/UX was intuitive and aligned with employee expectations.
- Maintained critical project documentation including **BRD, FRD** and **SRS**.
- Recommended improvements in workflows based on user feedback and feasibility assessments.
- Supported change management by conducting walkthroughs, user training, and helping teams adapt to the new HR platform.

WROOTS GLOBAL – March 2023 to Sept 2023

Designation: HR

- Identified and engaged top talent through strategic sourcing, conducted initial interviews, and coordinated with hiring managers to ensure role alignment.

ICICI DIRECT – Aug 2022 to Feb 2023

Designation: Senior RM

- Drove sales of life insurance, stocks, and mutual funds by understanding client needs and delivering personalized financial solutions.