

SHAIK JAVID AFREED

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Career objective: -

To secure a position as a Business Analyst where i can effectively gather and analyze requirements, collaborate with teams and contribute to delivering impactful business solutions

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.

Education:-

- **Post Graduate** – (Healthcare management) **2020 - 2022**
- **Graduation** – (Bachelors of Pharmacy) **2015-2019**

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.

Certificates:

- IIBA Certification in Business Analysis

Soft skills :

- Communication Skills
- Analytical Skills
- Problem solving

Projects :

Project 1- Hospital Management System - Waterfall

Description - Hospital Management System ensures a structured, step-by-step approach from requirements gathering to implementation and maintenance. Focused on streamlining patient registration, appointment scheduling, and billing processes.

Responsibilities :

- Conducted **Enterprise Analysis** and under the assistance of a senior BA in creating a Business Case Document, conducted **Stakeholder Analysis** and prepare **RACI Matrix**.
- Gathered requirements from business heads using **Elicitation Techniques** and created a **Business Requirements Documents(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**.
- Assisted in Testing team by preparing **Test Case scenarios** and ensured the **UAT** case scenarios .

Project 2 – Online shopping - Agile

Description : Online Shopping System using Agile methodology, focus on iterative development and continuous feedback. Collaborated with cross-functional teams to implement features like product catalog, cart management, and secure checkout.

- Interacted with 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 **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.

Work Experience :

1. COGNIZANT Solutions Pvt ltd. - [Process Executive] Aug 2023 – Jun2024

Responsibilities :

- Reviewing and moderating user-generated content
- Flagging offensive material
- Monitoring user-generated content for violations of terms of service