

Kunal Kadambande

Business Analyst

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📍 Pune, India

🌐 Kunal Kadambande

Core Competencies

- Business Analysis
- Requirement Life Cycle Management
- Elicitation & Collaboration
- Strategy Analysis
- RADD (Requirements Analysis & Design Definition)
- Solution Evaluation

Soft Skills

- Communication
- Teamwork
- Leadership
- Time Management
- Problem Solving
- Adaptability
- Creativity
- Analytical Thinking

Technical Skills

- Platforms: Windows, Linux
- Database: MySQL, SQL Server
- Modeling Tools: MS Visio
- Documentation Tools: MS Office
- Prototyping Tools: Axure RP, Balsamiq
- BI & Reporting Tools: Power BI, Tableau, JIRA

Education

B.Sc. in Chemistry, *IGNOU*

Certificates

- Certified IT – Business Analyst
IIBA [EEP]

Career Objective:

A result-oriented professional with **8.9 years of overall experience**, including **2.5 years as a Business Analyst** and **6+ years in Administration, Operations, and Production management**. Skilled in **requirements gathering, documentation, stakeholder management, and solution evaluation**, with proven ability to manage both **business analysis activities and administrative functions**. Proficient in **Agile and Waterfall methodologies**, with strong expertise in bridging the gap between business needs and technical teams to deliver value-driven solutions.

Profile Summary:

- In-depth knowledge of **SDLC in various phases (Waterfall & Agile)**.
- **Proficient in Waterfall Model:** Gathered requirements using elicitation techniques and prepared **BRD, FRD, SRS**; created **RACI Matrix, BCD, UML Diagrams, Prototypes**; tracked requirements through **RTM**; well-versed in **UAT support and handling Change Requests**.
- **Expert in Agile Scrum:** Created **user stories with Acceptance Criteria, BV & CP**, managed **Sprint & Product Backlogs**, conducted **Sprint Planning, Review, and Retrospective meetings**; maintained **Sprint & Product Burndown charts**, ensured **DOR and DOD checklists** compliance.
- Managed **administrative operations including vendor management, ticket booking, visa documentation, and housekeeping supervision**.
- Led **production and dispatch processes**, implemented **5S methodology**, and monitored **quality control and manpower allocation**.

Projects

Project 2 - Optimization of Travel and Compliance Hub | Agile |

Project Description: Implemented an Agile-based optimization of the Travel and Compliance Hub to streamline employee travel requests, approvals, and compliance tracking. Enhanced efficiency by digitizing workflows and improving stakeholder communication.

Role: Business Analyst

Responsibilities:

- Interacted with stakeholders and gathered requirements using **elicitation techniques** (interviews, workshops, brainstorming, document analysis).
- Created **user stories** with appropriate **acceptance criteria** in collaboration with the Product Owner, and added them into the **Product Backlog using JIRA**.
- Prioritized and validated requirements using **MoSCoW and FURPS techniques**, and added user stories to the **Sprint Backlog** based on prioritization order.
- Collaborated with **Product Owner and Scrum Master** on **Business Value (BV)** and **Complexity Points (CP)**; assisted in creating the **DOR and DOD checklists**.
- Actively participated in **Sprint ceremonies** (daily stand-ups, sprint planning, reviews, retrospectives) to remove blockers and ensure smooth delivery.

Languages

English, Hindi, Marathi, Gujarati

- Generated **Sprint and Product Burndown/Burnup charts** to track project progress.
- Contributed to **product planning and UAT**, ensuring successful delivery of sprint components.
- Facilitated alignment between **business stakeholders and technical teams**, ensuring smooth communication and requirement clarity.
- Worked with cross-functional teams in **Travel and Compliance Hub project** to optimize **employee travel approvals and compliance processes**

Project 1: Travel and Compliance Hub | Waterfall |
Project Description: Designed and implemented a centralized Travel and Compliance Hub system to manage travel approvals, compliance documentation, and employee requests. Delivered structured documentation and Waterfall deliverables for smooth implementation.

Role: Business Analyst

Responsibilities:

- Involved in **Enterprise Analysis** activities and supported the preparation of the **Business Case Document**, Assisted in **Stakeholder Analysis** and creation of a **RACI Matrix** to define roles and responsibilities.
- Gathered requirements from business heads using **elicitation techniques** and documented them in a **Business Requirements Document (BRD)**.
- Assisted in Translating BRD into a **Functional Requirements Document (FRD)**, collaborated with the technical team, and assisted in preparing the **SRS Document**.
- Created **UML diagrams and wireframes** to visually represent requirements using **MS Visio, Balsamiq, and Axure**.
- Created and maintained a **Requirements Traceability Matrix (RTM)** throughout the project lifecycle.
- Supported the **Testing Team** by preparing **test case scenarios** and assisted in **UAT execution**.
- Balanced **BA responsibilities with Admin duties**, contributing to documentation, compliance, and project coordination.
- Gained practical exposure on the **Travel and Compliance Hub project** by supporting both business teams and technical implementation.

Key Expectations

- Managed multiple stakeholders in requirement gathering and project implementation.
- Addressed requirement analysis, designed solutions, and evaluated deliverables.
- Assisted in preparing product backlog, sprint backlog, and user stories.
- Actively involved in GAP Analysis, SWOT Analysis, and Feasibility Studies.
- Ensured smooth collaboration between business, development, and testing teams.