

# Kalyani Satish Shelke

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## Career Objective

An ardent and solution-driven IT Analyst and Business Analyst with 1 year of experience, adept at independently leading projects in the IT domain. Proficient in requirement lifecycle management, stakeholder collaboration, and solution evaluation to drive business success.

## Core Competencies

- Business Analysis Planning and Monitoring
- Elicitation and Collaboration
- Requirement Lifecycle Management
- Requirement Analysis and Design Definition
- Strategy Analysis
- Solution Evaluation
- Stakeholder Management
- Project Management

## Profile Summary

- In-depth knowledge of SDLC in both Waterfall and Agile methodologies.
- Proficient in Waterfall Model: Requirements gathering, BRD, FRD, SRS, RACI Matrix, BCD, UML Diagrams, Prototypes, RTM, UAT, and Change Request handling.
- Expert in Agile Scrum: User stories, Acceptance Criteria, BV & CP, Sprint & Product Backlogs, Sprint Meetings, Burn-down charts, DOR and DOD checklist adherence.

## Professional Experience

### Jocata | Associate Business Analyst

Project: BOB Kisan Credit Card Loan (Jan 2024 – Present)

Methodology: Agile | Tools: SQL, JIRA, SCRUM, Power BI, Tableau | Domain: Banking

- Managed stakeholders and facilitated project implementation.
- Conducted requirement analysis, designed solutions, and evaluated outcomes.
- Assisted the Product Owner in backlog grooming and sprint planning.
- Created user stories and collaborated with development teams.
- Performed Gap, SWOT, and Decision Analysis for online application implementation.
- Created functional and technical documentation aligned with business objectives.

## Responsibilities:

- Conducted Enterprise Analysis and created Business Case Document.
- Gathered requirements and created BRD, FRD, and SRS documents.
- Created UML diagrams and wireframes using MS Visio, Balsamiq, and Axure.
- Maintained RTM and supported UAT with test cases.

### **Jocata | Associate Business Analyst**

Project: SMFG PAYTM Personal Loan (Jan 2024 – July 2024)

Methodology: Waterfall

- Designed functional/technical specs for reporting and data extraction.
- Developed BRDs and FRDs for new functionalities and enhancements.
- Facilitated customer support app implementation.
- Led team for branch profitability and customer service excellence.

### **Responsibilities:**

- Gathered requirements using elicitation techniques.
- Created user stories with acceptance criteria and used JIRA for backlog management.
- Prioritized requirements using MoSCoW and FURPS techniques.
- Collaborated on DOR/DOD checklist and sprint ceremonies.
- Generated Sprint and Product Burn-down/Burn-up charts.
- Participated in planning and UAT phases.

### **Technical Skills**

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

### **Soft Skills**

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

### **Education**

MBA (HR, IT)

Renaissance Institute of Management, Chandrapur – 2024

**Certifications**

- Certified IT-Business Analyst from COEPD (IIBA-EEP)