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CORE COMPETENCIES

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

Technical skills

- Documentation Tools: MS Word, MS PowerPoint, MS Excel.
- Modeling Tools: MS Visio
- Data/Project Management: JIRA
- Reporting Tools: Power BI & Tableau.
- Prototyping and Wireframes Tools: Axure & Balsamiq.
- Database: SQL

Education

- Bachelor Of Technology (IT)

Certification

- Certified Business Analyst, IIBA Coepd Institute (EEP)
- NASSCOM Digital Skilling Initiative

Soft skills

- Communication Skills
- Time Management
- Problem Solving
- Team Work

Languages

- English
- Telugu
- Hindi

Career Objective:

Seeking a Business Analyst role where I can apply my expertise in requirements analysis, process improvement, and project coordination to bridge the gap between business needs and technology solutions while growing professionally.

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, RACI, UML diagrams** requirements tracking through RTM well versed with **UAT**, handling **Change request**.
- Expert in Agile Scrum: Creation of **user stories** with **Acceptance criteria, BV & CV, Sprint & product backlog** conducted Sprint meetings, ensured **DOR** and **DOD** checklist.
- Project Coordination/ Team Collaboration
- Data/ Process Handling Experience

Internship/Projects

Project 01: School Management System

Methodology: Agile

Tools used: JIRA, Power BI & Tableau.

Role: Junior Business Analyst

Description: Developed a School Management System to streamline admissions, attendance, exams, and fee management for improved efficiency.

Key responsibilities:

- Interacted with the **stakeholders** (Client and IT team) to gather, clarify, and define all the requirements through elicitation Techniques.
- Created user stories with appropriate acceptance criteria with the assistance of Product Owner. Maintained product backlog using JIRA tool.
- Prioritized the requirements using **Moscow** techniques. User stories are validated as per DOR checklist.
- Prepared prototypes and **wire frames** to ensure proper functionality of each user story.
- Worked closely to prepare **Product Burn Down** and **Sprint Burn Down charts** to discuss progress and address impediments with stakeholders.

Project 02: Inventory Management System

Methodology: Waterfall

Tools used: MS Excel, MS Word, MS Visio, Axure, Balsamiq

Role: Junior Business Analyst

Description: Inventory Management System to automate stock tracking, expiry management, and order fulfillment across multiple warehouses.

Key responsibilities:

- Under assist of Sr.BA in conducting **Enterprise analysis** to identify and define business needs.
- Interacted with Stakeholder to gather requirements using **elicitation Techniques**. Under assist of Sr.BA Created BRD, Use case specification document, and activity diagram. Transformed Business requirement into FRD.
- Worked closely with the Business stakeholders and technical team to create Business flow, and **SRS**. Then created prototypes and wire frames using Axure tool. Collaborated with design engineer to create Design document. Organized JAD session to clarify the queries of the team.
- Created **Test Case Scenarios**, and worked closely with QA team and User for UAT processes, then actively participated in deployment process and prepared project closure document. And got the Sign off on the documents.