

RITIKA HIWARALE

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OBJECTIVE

- A certified and detail-oriented Business Analyst fresher seeking to contribute to IT-driven projects through data analysis, process improvement, and effective documentation. Proficient in tools like Excel, SQL, Power BI, and JIRA, and eager to support business decisions while gaining practical experience and growing professionally.

TECHNICAL SKILLS

- **Requirement Gathering & Documentation** – BRD, FRD, RTM creation, Use Cases, Process Flows
- **Data Analysis & Visualization**- Excel (Pivot Tables, VLOOKUP), SQL (Joins, Aggregations), Power BI dashboards
- **Project Methodologies** – Strong understanding of Agile (Scrum) & Waterfall SDLC
- **Tools & Platforms** – JIRA, MS Office, Axure RP, PowerPoint for presentations & reporting
- **Process Modeling** – Use Case Diagrams, Activity Diagrams, User Flows using UML tools.
- **Testing Support** – Preparing test scenarios, UAT coordination, requirement validation.
- **Operating System**: Windows.
- **Soft Skills**-Analytical Thinking, Problem Solving, Effective Communication, Team Collaboration, Attention to Detail, Adaptability

Projects

1. Hospital Management System (*Agile Methodology*)

- Analyzed the existing hospital system to identify gaps, user pain points, and process inefficiencies.
- Wrote user stories and defined the product vision, backlog, and sprint metrics.
- Collaborated with Product Owner and development team during sprint planning, reviews, and daily stand-ups.
- Designed low-fidelity screens and user flows using Axure RP.
- **Tools Used**: JIRA, Excel, PowerPoint.

2. Student Management System (*Waterfall Methodology*)

- Conducted requirement gathering and created detailed BRD, FRD, and RTM documents
- Prepared Use Case Diagrams, Activity Diagrams, and Use Case Specifications
- Created project plans with goals, risks, dependencies, and resource planning
- Participated in stakeholder meetings and supported UAT by validating requirements
- **Tools Used**: MS Word, Excel, PowerPoint, Axure RP.

Education

Bachelors of Computer Application from G.H. Raisoni Institute of Technology, Nagpur, CGPA: 7.33. (2020-2023)

HSC from Mohota science Junior College, Nagpur, Score: 60.62%. (2018-2020).

SSC Gayatri Convent School, Nagpur, Score: 71.20%. (2020).

Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief

Ritika Hiwarale

