

Resume: Entry-Level Business Analyst

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Location: Chennai

Career Objective:

Enthusiastic and detail-oriented Business Analyst trainee with a background in English Literature and professional certification from COEPD. Skilled in requirement elicitation, documentation, and stakeholder communication. Completed hands-on projects using both Agile and Waterfall models. Seeking a junior-level role to apply my analytical, documentation, and communication strengths in a real-world business environment.

Eager to contribute to business process improvements and support decision-making as a junior business analyst. Equipped with hands-on academic project experience, good communication skills, enthusiastic Business Analyst trainee with a strong foundation in software development life cycle (SDLC) methodologies. Completed hands-on projects in both Agile and Waterfall models during COEPD Business Analyst Workshop. Seeking an entry-level Business Analyst position to contribute analytical, documentation, and communication skills to real-world projects.

Education :

M.A. in English Literature

Pondicherry University

Graduated: 2018

Business Analyst Certification :

Certified Business Analyst Course – COEPD

Completed: [July 2024]

Skills :

- Learned SDLC, Agile & Waterfall models and methodologies.
- Gained hands-on project experience with real-time-based projects.
- Familiar with tools like JIRA, MS Excel, SQL, Balsamiq, Tableau, MS Power BI, MS Visio, and Axure RP Pro.
- Experience with writing and documenting user stories, functional requirements, and use cases.

Project Experience**1. Agile Food Delivery App Development**

- Modeled the business process for a food ordering and delivery platform using Agile methodology.
- Identified functional and non-functional requirements through brainstorming and interviews.
- Acted as a Business Analyst in an Agile setup.
- Wrote user stories, epic, and acceptance criteria for the product backlog in Jira.

2. Online Agriculture Store Development (Waterfall Model)

- Gathered and documented business requirements from stakeholders
- Created detailed use case diagrams, activity diagrams, wireframes, and mockups, sequence diagrams using MS Visio, Azure, and Balsamiq
- Conducted Gap Analysis, risk analysis, stakeholder analysis, and feasibility study to ensure project alignment
- Collaborated on the design of e-commerce modules: product listing, cart, checkout
- Performed risk assessment and prepared change request documentation
- Designed a prototype using low fidelity and high fidelity wireframes for the login page, cart, registration, and payment before the development and shared it with the stakeholders for feedback.