

VENKATA JAYARAJU

BUSINESS ANALYST

CONTACT



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Rajahmundry

EDUCATION

GITAM UNIVERSITY 2019-2021

- Masters in Business Administration
- GPA: 7.0

GITAM UNIVERSITY 2015-2019

- Bachelors in Technology
- GPA: 6.0

TOOLS

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

SKILLS

Requirement Gathering & Documentation
Stakeholder Management
Business Process Analysis & Improvement
User Story Writing
Communication & Negotiation Skills
Change Management
UAT (User Acceptance Testing)
Coordination

CAREER OBJECTIVE

Results-driven Business Analyst with 1 year 5 months of experience in requirement gathering, stakeholder collaboration, and business process improvement. Passionate about optimizing business operations through strategic solutions and technology. Seeking to apply analytical skills in a dynamic environment to drive efficiency and innovation.

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 prepared RACI Matrix, BCD, created UML Diagrams and Prototypes and requirements tracking through RTM well versed with UAT handling Change Request.

Expert in Agile Scrum: Creation of user stories and Added Acceptance Criteria, BV & CP, Sprint & Product Backlogs conducted various Sprint Meetings; Sprint & Product Burndown charts ensured DOR and DOD checklist.

Skilled in designing visually engaging presentations and reports using tools like PowerPoint, and Canva, to effectively communicate ideas.

WORK EXPERIENCE

VIRINCHI TECHNOLOGIES

2024 MARCH - 2024 DECEMBER

Business Analyst Trainee

Project: Check and GO

- Interacted with the stakeholders and gathered requirements by using various elicitation techniques.
- Created user stories with appropriate acceptance criteria with the assistance of the Product Owner. Added user stories into product backlog using the JIRA tool.
- Prioritized and validated the requirements using Moscow and FURPS technique, added user stories to sprint backlog based on prioritization order.
- Generated Sprint, Product Burn down/Burn up charts to track the project progress

CORE - COMPETENCIES

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

CERTIFICATIONS

- Certified Business Analyst endorsed by IIBA EEP
- Market research and consumer behavior by Coursera
- Introduction to Social innovation by Coursera
- Microsoft SQL for beginners by UDEMY

INTERNSHIPS

- Intern at BHEL-PHPV, Visakhapatnam
- Intern at Welspun Corp, Mumbai

LANGUAGES

- English
- Telugu

DECLARATION

I hereby declare that the information provided in this resume is true and correct to the best of my knowledge and belief.

Place: Rajahmundry

Date

- Participated in sprint ceremonies to remove road blocks in the project.
- Collaborated with Product Owner and Scrum Master for BV and CP. and assisted the Product Owner for the creation of DOR and DOD checklist.
- participated in product planning and UAT to successfully deliver each sprint
- Facilitated Backlog Refinement Sessions: worked closely with development team in backlog refinement.
- Gathered change requests, conducted Technical and Impact Analysis for Change Requests and prepared change request documents

VIRINCHI TECHNOLOGIES 2023 AUGUST- 2024 MARCH

Project: Q Fund

Business Analyst Trainee

- Conducted Enterprise Analysis and under the assistance of a senior BA in creating a Business Case Document, conducted Stakeholder Analysis, and prepared RACI Matrix.
- Gathered requirements from business heads using Elicitation Techniques and created a Business Requirements Document (BRD).
- Translated BRD into Functional Requirements Document (FRD).
- Collaborated with the technical team, and prepared SRS Document.
- Created UML diagrams and wireframes to visually represent requirements using MS Visio, Balsamiq, and Axure.
- Created and maintained RTM throughout the project.
- Assisted in Testing Team by preparing Test Case Scenarios and ensured the UAT was successful.
- Prepared Detailed Process Flow Documentation - Developed end-to-end process flow diagrams to document current and future state workflows, ensuring alignment with business objectives and technical feasibility.
- Coordinated Sign-Offs and Approvals - Facilitated review sessions with stakeholders, gathered formal approvals on BRD, FRD, and other key documents to ensure compliance with project timelines and scope.

Venkata Jayaraju