Vivek Kumar, Business Analyst

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Nanded Phata, Pune, MH (Open for relocation)

- Highly motivated and detail-oriented Business Analyst with around 2 years of professional experience, a solid foundation in business analysis, and a strong background in software development methodologies, SDLC and domain expertise in banking, capital markets and ERP applications.
- 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.
- Handled multiple client coordination for requirement management.

Key Skills

- Requirement Gathering
- Business Process Improvement
- Requirement Elicitation
- Business Analysis Planning and Monitoring

- Strategic Planning
- Financial Reporting
- Elicitation and Collaboration
- Requirement Life cycle Management
- Requirement Analysis and Design Definition

- Stakeholder Management
- Cross-functional Teamwork
- ·Strategy Analysis
- ·Solution Evaluation
- ·Stakeholder management
- ·Project management

Technical Skills

- Documentation Tools: MS Suite
- ·Prototyping & Wire frames Tools: Axure & Balsamiq

- ·Modeling Tools: MS Visio, Draw.io.
- ·Database: SQL
- ·Prototyping & Wire frames Tools: Axure & Balsamiq

- ·Project Management tool:- JIRA
- Reporting Tools: Power BI, & Tableau

Professional Experience

Company name: Averon Services & Software
Designation: IT Recruitment/HR
Project name: Business Analysis for ATS Upgrade

April 2023 - March 2024

Project description:
Business Analysis for ATS Upgrade (Applicant Tracking System Upgrade): Analyzed current recruitment workflows to identify gaps and gathered requirements for upgrading the Applicant Tracking System, improving candidate experience, automation, and reporting capabilities for HR teams.

Role: Business Analyst

Responsibilities:

- 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.
- 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 sprint ceremonies to remove road blocks in the project.
- Generated Sprint, Product Burn down/Burn up charts to track the project progress.
- Participated in product planning and UAT to successfully deliver each sprint component.
- Facilitated Agile Scrum Ceremonies: Sprint Planning, Daily Scrum Call, Sprint Review and Sprint Retrospective Meetings.
- Good experience of Capital Markets/Trading and Treasury Products: Equities, Bonds, Public and Corporate Debt, Fixed Income and Derivatives.
- Excellent Interpersonal skills and a good team player
- Ability to collaborate with peers in both, business, and technical areas, to deliver optimal business process solutions, in line with corporate priorities.

Company name: Unique System Skills IT PVT. LTD.
Designation: IT Recruitment/HR
Project name: Business Analysis for EMR System Upgrade (Healthcare Project)

Project description:
Business Analysis for EMR System Upgrade (Healthcare Project)
Focused on upgrading the Electronic Medical Records (EMR) system to improve efficiency and compliance.·   Executed a comprehensive analysis of healthcare client operations during the internship, identifying three major areas for improvement in efficiency and establishing KPIs to track ongoing progress after implementation.

Role: Business Analyst

Responsibilities:

- 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.
- ·Created high-level Use Cases from business requirements to identify interaction of user with the system.
- ·Good knowledge of SQL queries, and various testing phases, including user acceptance, integration, and regression testing.
- ·Possess good interpersonal and communication skills and coordinated JAD sessions and walk-throughs.
- ·Created interactive dashboards using Tableau and contributed to revenue growth through a data-driven approach.
- ·Worked closely with developers and produced accurate and detailed functional specifications.
- ·Resolved defects and provided support and training to end users during project implementation.

Education

Pune University (SPPU)

MBA Business Analytics

Pune University (SPPU)

BBA Marketing

Certifications

- Certified IT – Business Analyst IIBA [EEP]
- Tableau Certified Professional via Udemy.
- TCS ion Career Edge Young Professional Certification