Ritika Hiwarale

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BUSINESS ANALYST

Detail-oriented and analytical Business Analyst fresher with a solid grasp of data analysis, requirement gathering, and process improvement. Proficient in Excel, SQL, and Power BI with strong problem-solving and communication skills. Eager to contribute to data-driven decision-making and support business growth through actionable insights.

KEY COMPETENCIES

Technical Skills
- Requirement gathering
- Process mapping
- Data analysis
- Report writing
- Agile & SDLC understanding

Soft Skills
- Analytical thinking
- Problem-solving
- Effective communication
- Attention to detail
- Team collaboration

Tools & Technology
- Excel
- SQL
- Power BI
- MS Office
- JIRA

Projects

1. Hospital Management System (Agile Methodology)

- Enhanced key modules: Online Appointment Scheduling, Notification Alerts, Lab Management
- Analyzed existing system to identify improvement areas and user pain points
- Wrote user stories and defined product vision and definition of done
- Created and maintained product backlog, sprint backlog, and burn-down chart
- Participated in Agile ceremonies: sprint planning, reviews, retrospectives, and daily stand-ups
- Collaborated closely with Product Owner and development team to ensure sprint goals were met
- Designed low-fidelity screens and user flows using Axure RP
- Tools used: JIRA, Excel, PowerPoint

2. Student Management System (Waterfall Methodology)

- Improved system modules: Digital Attendance, Assignment Management, Online Fee Payment
- Conducted requirement analysis and created detailed documentation: BRD, FRD, RTM
- Prepared Use Case Diagrams, Activity Diagrams, and Use Case Specifications
- Created project presentations including goals, risks, dependencies, and resource planning
- Identified key stakeholders and used elicitation techniques (interviews, document analysis)
- Contributed to approval process documentation and prepared for UAT phase
- Supported end-to-end testing by validating scenarios against functional requirements
- Designed low-fidelity screens and user flows using Axure RP
- Tools used: MS Word, Excel, PowerPoint, Axure RP

EDUCATION

- Bachelor's of Computer Application (July 2020- May 2023) G.H. Raisoni Institute of Engineering and Technology

- Business Analyst

Extracurricular Activities

- Completed self-initiated projects to practice business analysis techniques and tools.

- Created and maintained a blog/LinkedIn posts sharing insights on data analysis and BA tools.

- Regularly follow industry trends through business analytics forums, podcasts, and webinar.