RAKSHANA R


## Core Competencies

* Requirement Gathering & Analysis
* Stakeholder Management
* Elicitation and Collaboration
* Strategy Analysis
* RADD
* Solution Evaluation
* UAT
* Gap Analysis
* Wireframing & Prototyping
* Business Case Development
* Enterprise Resource Planning

# Career Objective:

Certified **Business Analyst** skilled in **MS Visio, Balsamiq, Azure, and Power BI,** with a strategic and analytical approach to requirement documentation and stakeholder collaboration. Transitioning from HR analysis, leveraging **two years of experience** in HR operations, **data analysis, and HRMS implementation.**

# Profile Summary:

* Experience in preparing the **BRD** (Business Requirement Document), **and FRD**
* In depth knowledge of various phases of **SDLC (Agile-Scrum and Waterfall)**
* Highly proficient in preparing **process flow diagrams** and modelling the requirement using **UCDs.**
* Collaborated with Development team and Business team in translating business requirements into **User stories**.
* Proficient in all phases of the solution customization cycle involving business requirements study and problem identification, **GAP analysis** and customization finalization, **Change management and implementation**, **UAT** and support.

## Soft Sills

* + Time Management.
	+ Communication.
	+ Adaptability
	+ Problem Solving
	+ Team Work
	+ Empathy
	+ Conflict Resolution

## Technical Skills :

* **Platforms:** Linux and Windows
* **Modeling Tools:** MS Visio 2007
* **Documentation Tools:** MS Office
* **Presentation Tools:** MS PowerPoint and Canva
* **Prototyping Tools:** Axure

6.5 and 7.0 and Balsamiq

 **Project Name** HRMS Implantation 1.0 **Duration** July2023 to Sep2024

(14 Months)

**Methodology** Waterfall **Tools** SQL, JIRA, SCRUM,

**Worked On** Power BI

**Project Domain** HRO & BPO **Role** Sr. HR Analyst

## Key Expectations

* Managed stakeholders across different phases of the HRMS implementation, ensuring clear communication and alignment with business objectives.
* Led **requirement analysis and documentation**, defining **BRD, Functional Specifications, and RTM** to ensure traceability.
* Worked closely with business and technical teams to **design and validate requirements**, ensuring feasibility before moving to the next phase.
* Conducted **Gap Analysis, SWOT Analysis, and Decision Analysis** to assess system capabilities and recommend improvements.
* Facilitated **User Acceptance Testing (UAT)** by defining test cases, coordinating testing efforts, and ensuring business approval before deployment.
* **Other Tool:** Power BI
* **Reporting Tool:** JIRA

## Education:

**Project Name**

## Methodology Project Domain

HRMS

Payroll Software

Agile

HRO

## Duration Role

September2022 to Jun2023 (10 Months)

Sr. HR Analyst

* + **MBA (HR & Marketing)**

## Certification:

* Certified IT-Business Analyst from COEPD (IIBA-EEP)
* Designed and created **functional and technical specifications** for reporting and data extraction requirements in an Agile environment.
* Developed and maintained **BRDs and FRDs** for new payroll functionalities, ensuring alignment with stakeholder expectations.
* Collaborated with business and IT teams throughout the **Agile SDLC**, participating in sprint planning, backlog grooming, and reviews.
* Understood business process flows and translated them into **User-Centered Designs (UCDs) and prototypes**, improving solution clarity.
* Led the **end-to-end HRMS Payroll implementation**, facilitating backlog refinement, sprint execution, and iterative development.