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Location: Hyderabad, Telangana.

Core Competences:

- 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

Technical Skills:

- Documentation Tools: Microsoft Office.
- Prototyping & Wire frames Tools: Balsamiq, Axure RP.
- Modeling Tools: Microsoft Visio.
- Database: SQL Server.
- Project Management tools: JIRA, Azure Board.
- Reporting Tools: Microsoft Excel (Advance), Power BI & Tableau.

Soft Skills:

- Time Management
- Communication
- Adaptability
- Problem Solving
- Team Work
- Leadership

Career Objective:

To secure a challenging **Business Analyst** role within a progressive company where over 6+ years of overall experience in IT and **4+ years** of experience in **Agile-Scrum** and **Waterfall** methodologies can be leveraged to translate complex business needs into actionable, technology-aligned solutions. Aiming to apply proven expertise in **requirement elicitation, stakeholder management**, and project lifecycle management to drive efficiency, enhance operational workflows, and contribute to quantifiable business outcomes.

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.
- Proficient in leveraging **SQL Server, Power BI**, and **advanced Excel** for **data auditing, management, analysis**, and the creation of comprehensive **reports** and **dashboards**.
- Adept at translating complex business data into actionable insights and providing multi-layered transparency for project progress tracking and informed decision-making

Education:

B. Tech,

Institute of Technical Education and Research

2017

Certifications:

Certificate Program in Business Analysis, E-Cornell University

Certified IT Business Analyst, COEPD Hyderabad

Work Experience:

Company Name:

Collabera Talent Solutions Pvt. Ltd.

Designation

Duration: Jan'2023 – Present

(2 years 7 months)

Senior Executive Application

Engineering

C-SMART

Agile

IT

Business Analyst

Project

Methodology

Domain

Role

Project Description:

IT is an Agile-Scrum project at Collabera Talent Solutions Pvt. Ltd., representing an AI-integrated upgraded version of the METaL (Manage and Engage Talent) application. This strategic evolution moves beyond METaL's Waterfall foundation by operating within a full Agile lifecycle, encompassing requirements gathering, functional validation, and deployment.

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.
- Manages project progress across 3 distinct platforms: Azure Board, IT Initiative Tracker, and Resource Management Excel sheets, providing multi-layered transparency and enabling leadership tracking.
- Support User Acceptance Testing (UAT) deployments and secures formal release sign-offs from stakeholders via email.

Company Name:

Collabera Talent Solutions Pvt. Ltd.

Duration: Mar'2021 – Dec'22

(1 years 8 months)

Designation

Executive Analyst

Project

METaL

Methodology

Waterfall

Domain

IT

Role

Business Analyst

Project Description:

METaL (Manage and Engage Talent) is a comprehensive talent management and engagement platform designed to streamline and enhance IT staffing workflows within an organization. It is a Waterfall-based application and serves as a central hub for various teams involved in the recruitment and talent management lifecycle.

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.
- Performed data audits (SQL, Excel) to ensure data quality across METaL, Workflow, and CMS systems.
- Created Key Performance Indicators (KPI) dashboards, using excel and Power Bi.

Company Name:

IENERGIZER IT Solutions Pvt. Ltd.

Duration: May'2018 – Jan'20

(1 years 8 months)

Designation

Customer Support Executive

Responsibilities:

- Handling customer's technical and account related issues as a SME of US based gaming client.
- Leveraged analytical skills and proficiency in Microsoft Excel (Advanced) to translate customer interactions into actionable data insights.