

Vivek Kumar, Business Analyst

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Nanded Phata, Pune, MH (Open for relocation)

Career Objective:

Highly motivated and detail-oriented Business Analyst with around 2 years of professional experience, a solid foundation in business analysis, and strong expertise in software development methodologies. Possesses domain knowledge in banking, capital markets, and ERP applications, with a keen ability to analyze business needs and drive process improvements.

Professional 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.
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- 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**.

Core Competencies:

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| • Requirement Gathering | • Strategic Planning | • Stakeholder Management |
| • Business Process Improvement | • Financial Reporting | • Cross-functional Teamwork |
| • Requirement Elicitation | • Elicitation and Collaboration | • Strategy Analysis |
| • Business Analysis Planning and Monitoring | • Requirement Life cycle Management | • Solution Evaluation |
| | • Requirement Analysis and Design Definition | • Stakeholder management |
| | | • Project management |

Technical Skills

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

Professional Experience

Company name: Averon Services & Software

April 2023 - March 2024

Designation: IT Recruitment/HR

Project name: Business Analysis for ATS Upgrade (Agile)

Technologies: .Net, Angular JS, AWS

Tools: MS Visio, Axure, Power BI, Jira

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.

May 2022 - March 2023

Designation: IT Recruitment/HR

Project name: Business Analysis for EMR System Upgrade (Healthcare Project) (Waterfall)

Technologies: Python, React, AWS, AWS API Gateway

Tools: Balsamiq, MS Visio, Axure, Tableau

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
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