SNEHA JALNAPURE

EDUCATION

Bachelor of Science in Chemistry

D B F Dayanand College of Arts and Science

2020   Solapur
- Percentage : 88.26 %

HSC

D B F Dayanand College of Arts and Science

2017   Solapur
- Percentage : 76.00 %

CERTIFICATION

Certified Business Analyst, IIBA [EEP]

Advance Certification in Data Analytics: Gained comprehensive skills in data analysis, reporting, and decision-making techniques.

Advance Certification in Ms Excel: Developed advanced Excel skills, including data manipulation, pivot tables, macros, and visualization techniques.

SKILLS

Soft Skills

Hardworking · Problem-Solving ·

Analytical Skills · Meet Deadlines ·

Multitasking Abilities ·

Effective Communicator ·

Verbal Communication ·

Written Communication ·

Determined and Disciplined ·

Quick and Adaptive Learner ·

Ability to Multitask

Business Analyst

@ jalnapuresneha3@gmail.com   ⦿ Solapur, Maharashtra

PROFILE SUMMARY

To bring in my dedication, responsibility and motivation in fulfilling company's needs and give my best in achieving personal growth and professional goals as well.

A highly motivated and results-driven Business Process Associate with hands-on experience in both Waterfall and Agile methodologies. Possess a strong foundation in process analysis, system design, and stakeholder collaboration, with a keen ability to contribute to and lead various projects. Known for the ability to gather and translate business requirements, ensure effective project execution, and continually optimize workflows for enhanced performance and quality.

- **SDLC Expertise**: In-depth understanding of the Software Development Life Cycle (SDLC), with hands-on experience in both Waterfall and Agile models, ensuring smooth project delivery and adherence to timelines and quality standards.
- **Business Analysis & Documentation**: Proficient in requirement gathering, preparing Business Requirement Documents (BRD), Functional Requirement Documents (FRD), and System Requirement Specifications (SRS), along with tools such as UML diagrams and Prototypes to ensure clear communication of project scope.
- **Agile Methodology**: Skilled in creating user stories, adding Acceptance Criteria, managing Sprint & Product Backlogs, conducting daily stand-ups, and tracking Sprint progress using Burndown charts.
- **Stakeholder Relationship Management**: Adept at cultivating strong relationships with both internal stakeholders and clients, ensuring alignment with business goals and facilitating transparent communication.
- **Training & Mentoring**: Conducted various training sessions to share knowledge, improve team performance, and ensure the team stays up-to-date with industry best practices.
- **Problem-Solving Mindset**: Known for attention to detail and the ability to identify process inefficiencies, suggest improvements, and ensure solutions that deliver both short- and long-term value.

EXPERIENCE

Business Process Associate   06/2023 - Present

Tata Consultancy Services   Pune

- Consistently achieve daily targets exceeding 90%, ensuring quality and efficiency.
- Manage complex files, performing in-depth proofreading and ensuring accuracy in deliverables.
- Facilitate process improvements by gathering feedback from customers and stakeholders.
- Provide customer-centric support, responding to client inquiries and resolving issues in a timely manner.

Key Achievements:
- Regularly meet performance goals, maintaining high-quality standards in output.
- Actively contribute to team collaboration and knowledge sharing.

PROJECTS

Project Name: Property and Causality (PNC) Analysis for Automobile and Property

Methodology: Waterfall

Project Description:
The **Property and Casualty (PNC)** project aimed to analyze data in the automobile and property insurance sectors to improve underwriting processes and risk management strategies. The goal was to optimize policy offerings, identify potential risks, and improve overall client satisfaction.

- **Role and Responsibilities:**
- **Data Analysis & Risk Assessment**: Conducted in-depth analysis of large datasets related to automobile and property insurance claims. Identified risk factors and patterns that were critical in optimizing insurance offerings.
- **Requirement Gathering**: Worked directly with key stakeholders to gather project requirements, ensuring clarity in scope and deliverables. Developed and documented Business Requirement Documents (BRD) and Functional Requirement Documents (FRD).
- **Collaboration with Cross-functional Teams**: Collaborated closely with the development and business teams to translate business needs into technical requirements. Ensured alignment with the project's goals and timely delivery.
- **UML & Prototypes**: Created UML Diagrams, Wireframes, and Prototypes to effectively communicate system designs and functionalities, making complex concepts understandable for all stakeholders.
- **Timely Project Delivery**: Adhered to Waterfall methodology, ensuring that all project phases, from requirement gathering to design, development, testing, and deployment, were completed on schedule.

Project Name: Enterprise Worklist (EWL) Implementation for Estate Account

Methadology: Agile

Project Description:
The **Enterprise Worklist (EWL)** project aimed to streamline task tracking and improve workflow management within the estate account management system. By automating manual processes and improving coordination among teams, the system enhanced task tracking efficiency and overall productivity.

- **Role and Responsibilities:**
- **Agile Ceremonies & Scrum Management**: Actively participated in all Agile ceremonies, including sprint planning, daily stand-ups, and retrospectives. Helped ensure the smooth execution of each sprint and maintained a focus on delivering business value.
- **Stakeholder Collaboration**: Worked closely with business stakeholders to prioritize tasks and define deliverables for each sprint. Acted as a liaison between the business and technical teams, ensuring that expectations were aligned and that feedback was continuously incorporated.
- **User Acceptance Testing (UAT)**: Conducted thorough UAT to ensure the EWL system met functional requirements and business goals. Collaborated with stakeholders to gather feedback and make improvements before the system's final rollout.
- **Continuous Improvement**: Actively contributed to the continuous improvement process by gathering feedback, identifying potential inefficiencies, and driving necessary system updates or enhancements.