

# DIKSHA TUPE

## BUSINESS ANALYST

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

### Education:-

PGDM (Finance)

2021 - 2023 CGPA - 6.90

### Certificates:-

- Certified IT – Business Analyst IIBA [EEP] (2025)
- Pro - School Financial Modelling Workshop
- Udemy's Microsoft Excel Course : Advance Excel Formula and Function
- Udemy's : Accounting and Financial Statement Analysis

### Soft Skills:-

- Communication Skill
- Problem solving
- Leadership
- Time Management

### Language:-

- English.
- Hindi.
- Marathi.

### Career object: -

Aspiring PGDB post graduate seeking business analyst position, leveraging technical expertise and analytical skills to drive strategic initiatives, optimize processes, and provide valuable insights for organizational growth. Ready to help team achieve company goals.

### 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**.
- **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 Burn down charts** ensured **DOR** and **DOD** checklist.

### Projects: -

#### Project 1:- E - Commerce Application || Agile ||

**Project description:-** Goal is to create a system for efficient and satisfying Retail Store experience by offering wide range of Inventory Management and Supplier interactions.

#### 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.

#### Project 2:-Loan Management System || Waterfall ||

**Project description:-** Goal is to automate and streamline the entire loan lifecycle, from application to repayment, enhancing efficiency, reducing errors, and improving risk management for lenders.

#### 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.

### Work Experience - Business Analyst

HDFC BANK LTD, Jalgaon, Maharastra

(Duration ) - 04/2023 - Till Now

Result-driven Business analyst with hands-on experience in requirement gathering, stakeholder management Successfully reduced manual inefficiencies by 30% and improved project clarity by 25% through structured documentation. Skilled in SQL, Power BI ,

And Agile methodologies to drive data- driven decision - making. Proficient in JIRA, BRD, FRD,UML diagrams , RTM, UAT, and gap analysis. Passionate about enhancing business efficiency, optimizing digital transformation strategies , and bridging the gap between business and technology.