**Career object:**

Aspiring Business Analyst with a strong understanding of business processes, requirement gathering, and stakeholder management. Skilled in translating business needs into functional requirements, preparing documentation, and supporting end-to-end project delivery. Eager to contribute to business growth by enabling effective communication between business and technical teams.

**Profile summary:**

* **In-depth knowledge** of **SDLC** in both **Waterfall & Agile** methodologies.
* **Proficient in Waterfall Model**: **Gathered requirements** using **elicitation techniques**; prepared **BRD, FRD, SRS, RACI Matrix**, and **BCD**; created **UML Diagrams, prototypes**, and **tracked requirements** through **RTM**. Well versed with **UAT** and handling **change request**.
* **Expert in Agile Scrum**: Created **user stories** and added **acceptance criteria, BV & CP, Sprint & Product Backlogs;** conducted various **sprint meetings**; prepared **Sprint & Product Burndown charts**, ensured **DOR** and **DOD** checklists.

**Projects:**

**Project 1**: Graduate Admissions Tracking System - **Customer Relationship Management System (GATS CRMS)** - **Agile**

**Description**: An **automated CRM platform** designed using **Agile methodology** to **streamline** and **manage** the **end-to-end admission process** for **graduate programs**.

**Role & Responsibilities**:

* **Gathered requirements** using **elicitation techniques** and created **user stories** with **acceptance criteria** in **JIRA**.
* **Prioritized requirements** using **MoSCoW & FURPS** and added **user stories** to the **sprint backlog**.
* **Assisted** in **DOR** and **DOD checklist** creation with the Product Owner and Scrum Master.
* **Participated** in **sprint ceremonies**, removed **roadblocks**, and tracked progress using **burn-down/burn-up charts**.
* **Engaged** in **product planning** and **UAT** **(User Acceptance Test)** to ensure successful **sprint delivery**.
* **Managed** **Agile processes**, **tracked tasks** in **JIRA**, and **led sprint planning sessions**.

**Project 2**: Graduate Admissions Tracking System - **Lead Management System (GATS LMS) -** **Waterfall**

**Description**: A **Lead Management System** developed using the **Waterfall model** to **capture, track,** and **nurture prospective student inquiries** for **graduate admissions**.

**Role & Responsibilities**:

* **Conducted** **Enterprise Analysis, Stakeholder Analysis**, and prepared **RACI Matrix** under senior BA’s guidance.
* **Documented** **BRD, FRD, and SRS** and collaborated with the **technical team** for **requirement clarity.**
* **Designed** **UML diagrams** and **wireframes** using **MS Visio, Balsamiq, Draw.io, and Axure**.
* **Maintained** **RTM** and **assisted in UAT** and **test case preparation**.
* **Facilitated stakeholder communication**, **documented requirements**, and ensured **requirement traceability**.

**Swati Kurwade**

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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

**Domain knowledge:**

* Student Information System
* Retail & E-Commerce
* Customer Support & Service

**Education:**

Bachelor of Engineering (Civil)

**Certificates:**

* Certified IT – Business Analyst (IIBA [EEP])
* Certified Project Planning and Management Professional (Master Diploma in PPM-Synergy Business School)

**Soft skills:**

* Interpersonal Skills
* Effective Communication
* Active Listening
* Time Management
* Team Collaboration
* Critical Thinking
* Problem-Solving

**Soft skills:**

* English
* Hindi
* Marathi