**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

**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)

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 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)

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.