VENKATA JAYARAJU

BUSINESS ANALYST

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📍 Rajahmundry

CORE-COMPETENCIES

- 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

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

GITAM UNIVERSITY 2019-2021
- Masters in Business Administration
- GPA: 7.0

GITAM UNIVERSITY 2015-2019
- Bachelors in Technology
- GPA: 6.0

CERTIFICATIONS

- Certified Business Analyst endorsed by IIBA EEP
- Market research and consumer behavior by Coursera
- Introduction to Social innovation by Coursera
- Microsoft SQL for beginners by UDEMY

LANGUAGES

- English
- Telugu

CAREER OBJECTIVE

Results-driven Business Analyst with **1 year 5 months** of experience in requirement gathering, stakeholder collaboration, and business process improvement. Passionate about optimizing business operations through strategic solutions and technology. Seeking to apply analytical skills in a dynamic environment to drive efficiency and innovation.

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 and 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 Backlog**s conducted various **Sprint Meetings; Sprint & Product Burndown charts** ensured **DOR** and **DOD** checklist.
- Skilled in designing visually engaging presentations and reports using tools like **PowerPoint**, and **Canva**, to effectively communicate ideas.

WORK EXPERIENCE

VIRINCHI TECHNOLOGIES   2023 AUGUST- 2024 DECEMBER

Role: Business Analyst Trainee

Project 1 : Check and GO

Project Description:The Check & Go Loan Application is a digital platform for quick and easy short-term loan processing. It allows users to check eligibility, apply for loans, and track repayment schedules seamlessly. With secure verification and automated approvals, the application ensures fast fund disbursement. It enhances user experience with a transparent and efficient loan management system.

Technology: Java

Tools:
JIRA – For managing user stories, backlog, and sprint planning
Balsamiq – Wireframing and prototyping user interfaces.
Visio – Creating process flows, diagrams
MS word and Excel: Preparing RTM and other documentations

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 **SMART** technique, added user stories to sprint backlog based on prioritization order.
- Generated **Sprint, Product Burn down/Burn up** charts to track the project progress
- Participated in sprint ceremonies to remove road blocks in the project.
- 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 product planning and **UAT** to successfully deliver each sprint
- Facilitated Backlog Refinement Sessions: worked closely with development team in backlog refinement.
- Gathered change requests, conducted Technical and Impact Analysis for **Change Requests** and prepared change request documents

Project 2 : Q Fund

Project Description: The QFund Loan Application was the predecessor to the Check & Go Loan Application, providing a digital platform for managing short-term loans. It enabled users to apply for loans, track approvals, and manage repayments. While functional, it had limitations in automation, user experience, and integration with modern financial systems.

Technology: Java

Tools:
Balsamiq – Wireframing and prototyping user interfaces.
Visio – Creating process flows, diagrams
MS office suite: Documentations, Preparing RTM. used predefined document templates by organiosation.

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 Busines 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 and Balsamiq**
- Created and maintained **RTM** throughout the project.
- Assisted in Testing Team by preparing **Test Case** and **Test Scenario**s and ensured the **UAT** was successful.
- Prepared Detailed Process Flow Documentation – Developed end-to-end process flow diagrams to document current and future state workflows, ensuring alignment with business objectives and technical feasibility.
- Coordinated Sign-Offs and Approvals – Facilitated review sessions with stakeholders, gathered formal approvals on BRD, FRD, and other key documents to ensure compliance with project timelines and scope.