

# JAISHREE.T

## Business Analyst

Detail-oriented and analytical fresher aiming to build a career as a Business Analyst. Equipped with foundational skills in documentation, stakeholder communication, and market analysis, and ready to contribute to business process improvement and value delivery.

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Chennai

### PROFILE SUMMARY

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- 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 Backlogs** conducted various **Sprint Meetings; Sprint & Product Burndown charts** ensured **DOR and DOD** checklist.

### PROJECT EXPERIENCE

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#### Graduate Admission tracking system

[Agile]

Designed a system to streamline and monitor the end-to end graduate admission process.

**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.
- 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.

### CORE COMPETENCIES

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- 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

### EDUCATION

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2013-2017

Kingston Engineering College

- Computer Science And Engineering

### TECHNICAL SKILLS

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- 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

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E-Commerce

### CERTIFICATION

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Certified IT-Business Analyst  
from COEPD(IIBA-EEP)

**Online Agriculture Product Store**

**[Waterfall]**

Developed an e-commerce platform for farmers and agricultural businesses to buy and sell seeds, fertilizers, tools, and equipment.

**Responsibilities**

- Conducted **Enterprise Analysis** and assisted in preparing the **Business Case Document** under the guidance of a senior Business Analyst including **stakeholder analysis and RACI matrix**.
- Gathered and documented requirements using **elicitation techniques** such as interviews and document analysis.
- Prepared **Business Requirements Document (BRD)** and coordinated sign-off from key stakeholders.
- Translated business requirements into **Functional Requirement Document (FRD)** and assisted the technical team with clarifications.
- Created **Use Case Diagrams, Process Flow Diagrams, and Wireframes** to visualize system behavior and workflows using MS Visio, Balsamiq, and Azure.
- Supported preparation of **System Requirements Specification (SRS)** document.
- Maintained **Requirements Traceability Matrix (RTM)** to ensure all business needs were met during development.
- Assisted in Testing Team by preparing **Test Case Scenarios** and ensured the **UAT** was successful.
- Worked closely with cross functional teams in a structured,phase-wise waterfall environment

**AWARDS**

**Received POWER OF ONE AWARD in Zealous Services**

**SOFT SKILLS**

- Communication
- Analytical Thinking,
- Problem-Solving Ability,
- Active Listening
- Team work
- Leadership
- Adaptability and Flexibility

**LANGUAGES**

**English and Tamil**

**PREVIOUS WORK EXPERIENCE**

**Zealous Services Private Ltd - Chennai-HR Executive** 2017 - 2018

- Sourcing, screening, and shortlisting resumes through various job portals.
- Shortlisting the resumes based on the job requirements. Conducting telephone and personal interviews.
- Preparing offer letters, job descriptions, completing joining formalities, and documentation.
- Preparing final settlements, gratuity, leave, salary, and all employee benefits.
- Maintaining employee's personal files and records, communicating HR policies and across the organization at all levels.
- Preparation of full and final settlement generation of Experience letters, Relieving letters.
- Keeping track of Confirmation, Appraisals, and Increments of employees.
- Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, absenteeism, notice, warning letter, showcase notice, experience/service certificate, relieving letter.