

Name: Jay Kishan Sahu

Mobile: 8340291611

Email:

jaykishansahu.official@gmail.com

LinkedIn:

<https://www.linkedin.com/in/jaysahu9/>

Location: Hyderabad, Telangana.

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: Microsoft Office.
- Prototyping & Wire frames Tools: Balsamiq, Axure RP.
- Modeling Tools: Microsoft Visio.
- Database: SQL Server.
- Project Management tools: JIRA, Azure Board.
- Reporting Tools: Microsoft Excel (Advance), Power BI & Tableau.

Soft Skills:

- Time Management
- Communication
- Adaptability
- Problem Solving
- Team Work
- Leadership

Career Objective:

To secure a challenging Business Analyst role within a progressive company where over 3+ years of experience in Agile-Scrum and Waterfall methodologies can be leveraged to translate complex business needs into actionable, technology-aligned solutions. Aiming to apply proven expertise in requirement elicitation, stakeholder management, and project lifecycle management to drive efficiency, enhance operational workflows, and contribute to quantifiable business outcomes.

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 Backlogs conducted various Sprint Meetings; Sprint & Product Burndown charts ensured DOR and DOD checklist.
- Proficient in leveraging SQL Server, Power BI, and advanced Excel for data auditing, management, analysis, and the creation of comprehensive reports and dashboards.
- Adept at translating complex business data into actionable insights and providing multi-layered transparency for project progress tracking and informed decision-making

Education:

B. Tech,

Institute of Technical Education and Research

2017

Certifications:

Certificate Program in Business Analysis, E-Cornell University

Certified IT Business Analyst, COEPD Hyderabad

Work Experience:

Company Name:

Collabera Talent Solutions Pvt. Ltd.

Designation

Duration: Jan'2023 – Present
(2 years 7 months)

Senior Executive Application

Engineering

C-SMART

Agile

IT

Project

Methodology

Domain

Role

Business Analyst

Project Description:

IT is an Agile-Scrum project at Collabera Talent Solutions Pvt. Ltd., representing an AI-integrated upgraded version of the METaL (Manage and Engage Talent) application. This strategic evolution moves beyond METaL's Waterfall foundation by operating within a full Agile lifecycle, encompassing requirements gathering, functional validation, and deployment.

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.
- Manages project progress across 3 distinct platforms: Azure Board, IT Initiative Tracker, and Resource Management Excel sheets, providing multi-layered transparency and enabling leadership tracking.
- Support User Acceptance Testing (UAT) deployments and secures formal release sign-offs from stakeholders via email.

Company Name:

Collabera Talent Solutions Pvt. Ltd.

Duration: Mar'2021 – Dec'22

(1 years 8 months)

Designation

Executive Analyst

Project

METaL

Methodology

Waterfall

Domain

IT

Role

Business Analyst

Project Description:

METaL (Manage and Engage Talent) is a comprehensive talent management and engagement platform designed to streamline and enhance IT staffing workflows within an organization. It is a Waterfall-based application and serves as a central hub for various teams involved in the recruitment and talent management lifecycle.

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.
- Performed data audits (SQL, Excel) to ensure data quality across METaL, Workflow, and CMS systems.
- Created Key Performance Indicators (KPI) dashboards, using excel and Power Bi.

Company Name:

IENERGIZER IT Solutions Pvt. Ltd.

Duration: May'2018 – Jan'20

(1 years 8 months)

Designation

Customer Support Executive

Responsibilities:

- Handling customer's technical and account related issues as a SME of US based gaming client.
- Leveraged analytical skills and proficiency in Microsoft Excel (Advanced) to translate customer interactions into actionable data insights.