Name: Mukram Patel
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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

TECHNICAL SKILLS:

- **Documentation Tools:** MS Word, MS PowerPoint, MS Excel
- **Modeling Tools:** MS Visio
- **Data/Project Management:** JIRA
- **Reporting Tools:** Power BI & Tableau
- **Prototyping and Wireframe Tools:** Axure & Balsamiq
- **Languages:** HTML, CSS, Java
- **Database:** SQL

EDUCATION:

Bachelor of Technology (B.Tech) Computer Science (2023)

CERTIFICATION:

- Certified Business Analyst, IIBA (EEP)

SOFT SKILLS:

- Communication Skills
- Time Management
- Problem-Solving
- Teamwork

LANGUAGES:

- English
- Hindi
- Kannada

Career Objective:

A results-driven Business Analyst with expertise in requirement gathering, stakeholder management, and process optimization. Skilled in Agile & Waterfall methodologies, JIRA, SQL, and Power BI, with a passion for bridging business needs with technology to drive efficiency and innovation.

Profile Summary:
- In-depth knowledge of **SDLC** across various phases (Waterfall & Agile).
- **Proficient in the Waterfall Model**: Experienced in gathering requirements using elicitation techniques and preparing **BRD, FRD, SRS**. Skilled in creating **RACI Matrix, BCD, UML diagrams, prototypes**, and tracking requirements through **RTM**. Well-versed in **UAT handling and Change Requests**.
- **Expert in Agile Scrum**: Skilled in creating **user stories** and adding **Acceptance Criteria, BV & CP**. Managed **Sprint & Product Backlogs**, conducted various **Sprint Meetings**, and ensured **Sprint & Product Burndown charts** met **DOR and DOD** checklists.

Work Experience:

Company Name: Vertex Engineering LLC
Duration: Feb 2024 – Sept 2024
Designation: Business Analyst
Project Name: Learnathon – Agile
Project Description: Learnathon is a Learning Management System (LMS) designed to help engineering students access structured courses and study materials.

Key Responsibilities:

- Interacted with stakeholders and gathered requirements using various **elicitation techniques**.
- Created **user stories** with clear **acceptance criteria** in collaboration with the **Product Owner** and added them to the **product backlog** using **JIRA**.
- **Prioritized and validated requirements** using the **MoSCoW and FURPS techniques**, ensuring proper backlog refinement for sprint planning.
- Worked closely with the **Product Owner and Scrum Master** to define **BV (Business Value) & CP (Cost of Production)** and assisted in creating the **DOR (Definition of Ready) and DOD (Definition of Done) checklists**.
- Actively participated in **Sprint ceremonies** to identify and resolve project roadblocks.
- Generated **Sprint and Product Burn-down/Burn-up charts** to track project progress and ensure transparency.
- Engaged in **product planning and UAT (User Acceptance Testing)** to successfully deliver each sprint component.

Project Name: Deshmukhi Express (Logistics & E-commerce Platform)

- **Methodology:** Waterfall
- **Tools Used:** MS Excel, MS Word, MS Visio, Axure, Balsamiq
- **Role:** Business Analyst
- **Description:** A logistics and e-commerce system designed to ensure seamless product deliveries from Hyderabad to Deshmukhi within a day.

Key Responsibilities:

- Conducted **Enterprise Analysis** under the guidance of a Senior Business Analyst and assisted in creating a **Business Case Document**.
- Performed **Stakeholder Analysis** and developed a **RACI Matrix** to define roles and responsibilities.
- Gathered requirements from business heads using **Elicitation Techniques** and created a **Business Requirements Document (BRD)**.
- Translated the **BRD into an FRD (Functional Requirements Document)**, collaborated with the technical team, and prepared the **Software Requirements Specification (SRS) Document**.
- Designed **UML diagrams and wireframes** to visually represent requirements using **MS Visio, Balsamiq, and Axure**.
- Created and maintained the **Requirements Traceability Matrix (RTM)** throughout the project.
- Assisted the **Testing Team** by preparing **Test Case Scenarios** and ensured a successful **User Acceptance Testing (UAT)** process.