

Name:- Devina singh

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Core competences: -

- Elicitation and Collaboration.
- Requirement Life cycle Management.
- Requirement Analysis and Design Definition.
- Strategy Analysis
- Solution Evaluation

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.

Education:-

M.Sc (Microbiology)

Certificates:-

Certified IT – Business Analyst
IIBA [EEP]

Soft skills: -

- Time Management
- Adaptability
- Problem solving
- Team work
- Creativity

Languages:-

English and Hindi

Career objective: -

Certified Business Analysts seeking to leverage newly acquired skills in requirement gathering, stakeholder engagement, and data driven decision making to contribute to organizational growth. Eager to apply analytical thinking and process improvement technique in dynamic environment, while continuing to develop expertise in Agile and waterfall methodologies, Business process modelling and strategic planning.

Profile summary: -

- Proficient in **Waterfall** methodology with experience in **Structured documentation**, and end-to-end **SDLC** execution.
- Gathered requirements using **Elicitation techniques**, prepared **BRD, FRD, SRS, RACI matrix**, created **UML Diagram** and **Prototypes**.
- Skilled in **Agile** practices including creation of **User stories** and added **Acceptance criteria, BV and CP, Sprint and Product backlog, Scrum ceremonies, Sprint and Product Burn down chart**.
- Experience in **identifying inefficiencies** and **recommending data driven solution** to optimize workflows and enhance operational performance.
- Additionally have 1.5 years of tutoring experience which honed my **communication skill** and **problem solving analytics**.
- Developed **engaging lesson plans** and instructional materials to foster **critical thinking** and boost student confidence in analytical subjects.

Work experience:-

Designation: Private Tutor

Duration: 2024-PRESENT

Project 1:- Online coaching Platform Enhancement |Agile|

Project description:- This Project involve enhancing features of existing coaching system using Agile Model by introducing new features, improving user experience, and optimizing performance.

Role:-Business Analysts

Responsibilities:-

- Participated in Gathering requirements using various elicitation techniques.
- Participated in Creating user stories with appropriate acceptance criteria.
- Participated in Adding user stories into product backlog using JIRA tool.
- Participated in Generating sprints, Product burndown/burn up charts to track project progress.
- Participated in Sprint Ceremonies to remove roadblocks in the project.

Project 2:- Developing Online coaching platform |waterfall|

Project description:- This project involved developing a comprehensive Online Coaching Platform using Waterfall Model designed to facilitate virtual learning, coaching sessions, secure payments and resource sharing between educator and learner.

Role:-Business Analyst

Responsibilities:-

- Take part in Gathering requirement using Elicitation Techniques.
- Take part in Creating Business Requirement Document (BRD) and Software Requirements Specifications (SRS).
- Participated in Creating UML diagrams and wireframes to visually represent requirements using MS Visio, Balsamiq, and Axure.
- Participated in Creating and maintaining RTM throughout the project.