

SNEHA BHANJI

BUSINESS ANALYST

CONTACT

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📍 Pune

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

- **Platforms:** MacOS and Windows
- **Database:** MySQL
- **Modeling Tools:** MS Visio 2007, Draw.io
- **Documentation Tools:** MS Office
- **Prototyping Tools:** Axure 6.5 and 7.0 and Balsamiq
- **Other Tools:** Power BI, Tableau
- **Reporting Tools:** JIRA

CAREER OBJECTIVE

A versatile, high-energy technocrat. Highly accomplished multi professional with 3.5 years of insightful experience in IT and Training. Skilled at understanding complex business needs and translating them into actionable requirements for software development teams. Excels at collaborating with stakeholders to ensure that projects are delivered on time and within budget.

Having 2 years of BA experience currently looking for opportunities to work in projects related to business intelligence and is data driven to apply my experience and core competencies.

PROFILE SUMMARY

- Experience in preparing the **BRD** and **FRD**.
- In depth knowledge of various phases of **SDLC (Agile-Scrum and Waterfall Model)**.
- Highly proficient in preparing **process flow diagrams** and modelling the requirement using **UCDs**.
- Collaborated with the Development team and Business team in translating business requirements into **User stories**.
- Proficient in all phases of the solution customization cycle involving business requirements study and problem identification, **GAP analysis** and customization finalization, **Change management and implementation**, **UAT** and support.
- Become the point of contact for partners teams with questions about specific areas, such as adaptive learning, course content customization, learning management system integrations, etc
- Assists in planning/scheduling major or long-term projects.
- Provided internal IT support for hardware and software applications for the department.

WORK EXPERIENCE

Project Name: BitCode LMS
Duration: August2024 to Present
Methodology: Agile
Tools Worked on: SQL, JIRA, SCRUM, Power BI, Tableau
Role: Business Analyst

Key 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.
- Actively participated by collaborating with the BitCode team in performing Gap Analysis, SWOT Analysis and Decision Analysis in the end-to-end implementation of BitCode LMS online application.

Project Name: HRMS
Duration: December2022 to December2023
Methodology: Waterfall
Tools Worked on: MS Visio, Balsamiq and Axure
Role: Business Analyst

Key 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.
- Facilitated the team for the end-to-end implementation of HRMS application.
- Prototyped the requirements for the understanding of stakeholders. Lead a result oriented team and manage the Branch Profitability. Ensuring high quality service and Customer Relationship Management.

Organisation: BitCode Technologies Pvt Ltd.

Duration: July 4th 2017 to January 21st 2021

Role: Trainer

Key Responsibilities:

- Worked as Counsellor by taking enquires and handling the query efficiently.
- Played a key role in increasing the number of students enrolled for various courses in organisation.
- Worked as HR in processing and hiring the right candidates for organisation.
- Learned various programming languages to train students on various applications.
- As a trainer was involved to conduct batches offline and design the course module accordingly.

DOMIAN KNOWLEDGE

LMS

EDUCATION

BE (Computer Science and Engineering)

CERTIFICATION

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

Certified iOS Developer from BitCode Technologies

PERSONAL PROFILE

Languages known: English, Hindi and Marathi.