

Swati Kurwade

Business Analyst | Pune, India

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PROFESSIONAL SUMMARY

Detail-oriented and analytical Business Analyst with a background in Civil Engineering and project coordination, transitioning into the software development sector. Adept at gathering requirements, process mapping, data analysis, and stakeholder communication. Strong problem-solving skills with experience in project documentation, team collaboration, and process improvement. Passionate about leveraging analytical thinking and structured methodologies to drive business efficiency and innovation.

PROFESSIONAL EXPERIENCE

Business Analyst (Self-Learning Projects) | COEPD | Remote **2023 – Present**

- Conducted business requirement gathering and documentation for software project case studies.
- Created process workflows, use case diagrams, and wireframes using MS Visio and Balsamiq.
- Performed gap analysis to identify pain points and propose business process improvements.
- Developed functional specifications and collaborated with stakeholders for validation.
- Gained experience with Agile methodologies, JIRA, and SQL for data-driven decision-making.

Interior Designer & Project Coordinator | Self-Employed | Nasik, MH **Apr 2020 – Aug 2020**

- Led end-to-end project execution, coordinating with multiple stakeholders for a turnkey interior project.
- Managed timelines, budgeting, and vendor negotiations, ensuring cost-effective delivery.
- Analyzed client requirements, converted them into technical specifications, and created documentation.
- Applied problem-solving skills to handle unexpected project constraints and risk management.

Interior Design Faculty & Student Counselor | Samskara Academy | Pune, MH | Dec 2019 – Apr 2020

- Conducted training sessions on design concepts and career counseling for students.

Junior Interior Designer & Project Assistant | Quadra Designs | Pune, MH **Apr 2018 – Mar 2019**

- Assisted in project coordination, requirement gathering, and vendor communication.
- Created technical documentation, cost estimates, and project schedules.
- Collaborated with cross-functional teams to ensure seamless project alignment.

Editor | iSN Global Solutions | Pune, MH | May 2017 – Aug 2017

- Reviewed and edited content for accuracy, coherence, and company compliance.
 - Worked with cross-functional teams to improve documentation quality.
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EDUCATION & CERTIFICATIONS

- Bachelor of Civil Engineering | Savitribai Phule Pune University | 2016
 - Diploma in Interior Design | Times & Trends Academy | 2018
 - Business Analysis Certification (IIBA) | COEPD | Expected Completion: March 2025
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TECHNICAL & BUSINESS ANALYSIS SKILLS

- Business Process Modeling (UML Diagrams, Flowcharts)
- Requirement Gathering & Documentation (BRD, FRD, Use Cases)
- Data Analysis (SQL, Excel, Power BI – Learning Stage)
- Agile & Scrum Methodologies (JIRA)
- Wireframing & Prototyping (Balsamiq)
- Stakeholder Communication & Management
- Risk Analysis & Problem Solving