

JAISHREE.T

Business Analyst

I am a highly motivated Computer Science major eager to launch my professional career in the tech industry. With a strong foundation in programming and problem-solving, I bring a natural talent for learning quickly and adapting to new environments. My curiosity drives me to explore innovative solutions and stay updated with emerging technologies. I am fluent in English, both written and spoken, and possess excellent communication skills that enhance my ability to collaborate effectively in diverse teams. I am seeking an opportunity where I can contribute, grow, and make a meaningful impact.

CORE COMPETENCIES :UML Diagrams, Use Case Description Document, BRD Documentation,Scrum

PROJECT DETAILS

Online Agricultural Product Store Application(WATERFALL)

PRESENT

- Prepared BRD templates, Functional Requirements, and Non-Functional Requirements by working on structured documentation for various business needs.
- Created Use Case Diagrams, Process Flow Diagrams, and detailed Use Case Description Documents (UCD) to clearly define system behavior and business processes.
- Designed Wireframes and Prototypes using Balsamiq, which helped in visualizing user interfaces and gathering early feedback from stakeholders.
- Responsible for BRDs, FRDs with respect to the new functionalities.
- Experienced in co-coordinating with business and IT across all phases of Software development life cycle(SDLC) with successful hands on in Waterfall methodology.
- Facilitated the team for the end-to-end implementation of online application.
- Actively participated by collaborating with team in performing Gap Analysis, SWOT Analysis and Decision Analysis in the end-to-end implementation of online application.
- Responsible in addressing Requirement analysis and Design the requirements and evaluating the solution.

Student Admission Tracking System(AGILE)

- created a Product Vision Document, User Stories, defined Acceptance Criteria, and managed Product Backlog, contributing to efficient Agile product development.
- Learned to conduct Market Analysis to understand user needs, competitive landscape, and opportunities for product improvement.
- Developed skills in analyzing Product and Sprint Burndown Charts using Jira, which enabled effective tracking of team progress and sprint goals.
- Learned to handle Sprint Planning Meetings, facilitate Daily Stand-up Calls, and actively participate in Agile ceremonies to ensure smooth sprint execution and team collaboration.
- Managed the different stakeholders involved in the implementation and facilitated the project implementation.
- Assisted the PO in creating the Product Backlog and moving to Sprint Backlog based on prioritization.
- Collaborated with development team and Business team in translating business requirements into User stories.

WORK EXPERIENCE

Zealous Services Private Ltd - Kodambakam

2017 - 2018

- Sourcing, screening, and shortlisting resumes through various job portals.
- Shortlisting the resumes based on the job requirements. Conducting telephone and personal interviews.
- Preparing offer letters, job descriptions, completing joining formalities, and documentation.
- Preparing final settlements, gratuity, leave, salary, and all employee benefits.
- Maintaining employee's personal files and records, communicating HR policies and across the organization at all levels.
- Preparation of full and final settlement generation of Experience letters, Relieving letters.
- Keeping track of Confirmation, Appraisals, and Increments of employees.
- Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, absenteeism, notice, warning letter, showcase notice, experience/service certificate, relieving letter.

SKILLS

- Agile
- MS Visio
- Azure RP
- Balsamiq
- My SQL
- Tableau, Power BI
- JIRA

CONTACT

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Chennai

EDUCATION

2013-2017

Kingston Engineering College

- Computer Science And Engineering

EDUCATION

2013-2017

Kingston Engineering College

- Computer Science And Engineering

CERTIFICATION

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