|  |
| --- |
|  **SHIKHA YADAV** **BUSINESS ANALYST****8087516705 Shikha23yadav@gmail.com**  |

 **CAREER OBJECTIVE**

 A dedicated and ambitious individual have overall 4 years of experience into Banking/ Insurance and 3 years’ experience as a business analyst. To secure a responsible career opportunity to fully utilize my Business Analyst skills, while making a significant contribution to the success of the company.

|  |  |
| --- | --- |
| **CORE COMPETENCIES** * Requirement Lifecycle and management
* Business Analysis Planning & Monitoring
* Elicitation and collaboration
* Strategy Analysis
* Requirement Analysis & Design definition
* Solution Evaluation

**TECHINICAL SKILLS** * Documentation Tools-

MS Word, MS PowerPoint, MS Excel* Modelling Tools- MS Visio
* Prototyping Tools- Axure 7.0 & Balsamiq
* Reporting Tools- JIRA, BI
* Database Tools- SQL

**SOFT SKILLS** * Self-Motivated individual
* Excellent communication skill
* Adaptability and flexibility

**EDUCATION** * M.COM (Advance Accounting)

Sardar Patel University* B. COM Honours

Sardar Patel University* 10th, 12th, K.V.2 Delhi cantt

**CERTIFICATIONS*** Certified Business Analyst from COEPD endorse by IIBA-(EEP)

**PERSONAL DETAILS** * **DOB-** 01 APRIL 1996
* **LANGUAGE-** ENGLISH, HINDI
* **MARITAL STATUS-** UNMARRIED
* **LOCATION-** PUNE
 | **PROFILE SUMMARY** * Have a good understanding about **SDLC methodologies** including the **Waterfall and Agile**.
* Collaborated meetings, coordinate & **gather business requirements** from stakeholders.
* Experience in Conducting meetings and presentations to share ideas and findings as well as **documenting** the **BRD FRS & SRS.**
* Prioritize the **product backlog,** ensuring that the highest-priority items are at the top & represent the most valuable for Business.
* Work closely with stakeholders to define and refine **user stories,** ensuring they meet business needs and user expectations.
* Well experience leading teams with **Agile methodologies** and **tools** such as **Jira** and **Confluence.**
* Knowledge of RTM to trace the requirements from BRD till Test Plan / Results.
* Well-versed with **UAT (user acceptance testing**) & handling **change requests**.
* Experience in **work collaboratively with the Development team** to articulate and clarify requirement

**WORK EXPERIENCE** **MAX LIFE INSURANCE COMPANY LTD (2021 TO 2024)****Role-** Business Analyst **Project name-** Insurance management system (IMS)**Methodology-** Agile **Key deliverables**- The objective is to provide centralized user-friendly online platform to perform their insurance policies services using **agile methodology*** Collected all the new requirements **& Change Request** from BSG and performed **Impact Analysis.**
* communicated to the product owner and **scrum team.**
* Identified the **Epic** and breaks them into **user stories**.
* Connected with PO and scrum team for discussing user story along with their **business value, complexity point** and **Acceptance criteria**
* Discussed the **impediments** faced by the scrum team during the development process.
* Prepared product and **sprint burndown charts** for graphical view of the remaining work left verses time.
* Prepared the Checklist for **Definition of Done.**
* Communicated complex requirements to the developer in simple way so that they can understand & deliver quality product.
* Participated various meetings like **Sprint planning meeting, Daily scrum meeting, Sprint review meeting, and Sprint retrospective meeting.**

**Project name**- Portfolio management system**Methodology-** Waterfall**Description-** To provide an online platform to customer where they can check their equity and mutual fund base investments and related services * Collected all the requirements from client by using **Elicitation techniques** and prepared the **Business requirement document** (BRD) **& Functional Requirement specifications** (FRS).
* Prioritized the requirements by using **MoSCoW technique** and validate the requirements using **FURPS** technique.
* Created **Use Case Diagram** and **Activity diagrams** to visually describe the requirements.
* Used MS Visio for **modelling** and Axure 7.0 & Balsamiq for **Prototyping**
* Collaborated with technical SME to prepare **Software requirement specification (SRS).**

Prepared **Requirement Traceability Matrix** which is useful to check whether all requirements are fulfilled or not as per project goal.* Assisted in the **testing** by preparing **Test Case Scenarios** and ensured the **UAT** is successful.
* Prepared project closer documents and signoff from client.
* Asked detailed questions to ensure all **gap analysis** complete between As-Is and To-Be state
 |