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| **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.

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| **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 |