

VISHAL SINGH

CONTACT

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- Pune, Maharashtra

CAREER OBJECTIVE

Aspiring Business Analyst with an MBA in Finance, eager to apply my knowledge of data analysis, and business processes to support strategic decision-making. Looking for an opportunity to work with **cross-functional teams, analyze business requirements, and enhance operational efficiency**

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

SKILLS

- Documentation Tools: MS Suite.
- Prototyping & Wire frames Tools: Axure & Balsamiq
- Modeling Tools: MS Visio, Draw.io.
- Database: SQL
- Project Management tool:- JIRA
- Reporting Tools: Power BI, & Tableau

EDUCATION

- MBA (Finance)
- B.Com.

CERTIFICATES

- Certified IT – Business Analyst IIBA [EEP]

SOFT SKILLS

- Time Management
- Adaptability & Flexibility
- Problem Solving
- Collaboration & Team Work

LANGUAGES

- English
- Hindi

PROFILE SUMMARY

- In-depth knowledge of SDLC in various phases (i.e **waterfall & agile**)
- Proficient in Waterfall Model: Gathered requirements using **Elicitation Techniques and prepared BRD, FRD, SRS prepared RACI Matrix, BCD**, created UML Diagrams and Prototypes and requirements tracking through RTM well versed with UAT handling Change Request.
- Expert in Agile Scrum: **Creation of user stories and Added Acceptance Criteria, BV & CP, Sprint & Product Backlogs** conducted various **Sprint Meetings; Sprint & Product Burndown charts** ensured **DOR and DOD** checklist.

PROJECTS

Project Name: BHFL Customer Support **Methodology: Agile**
Tools Used: JIRA, SCRUM, POWER BI

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.

Project Name: PENNANT APP **Methodology: Waterfall**
Tools Used: MS VISIO, BALSMIQ

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.

WORK EXPERIENCE

Bajaj Housing Finance Ltd. **NOV 2024 - Present**
Credit Officer

- Analyzing the financial statements of small businesses to assess client eligibility and conducting personal discussions with clients.
- Preparing underwriting documentation.