

Srividya Murugan

Business Analyst — Finance Professional

Contact

Chennai, India

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Core Competencies

BA Planning & Monitoring

Elicitation & Collaboration

Requirements Lifecycle Mgmt

Strategy Analysis

Requirements Analysis & Design

Solution Evaluation

Technical Skills

Tools: Jira, MS Visio, Balsamiq,

Power BI, MS Office

Database: SQL

Diagrams: UML

SDLC: Agile Scrum, Waterfall

Soft Skills

Stakeholder Communication

Analytical Thinking

Problem Solving

Collaboration

Leadership

Languages

English (Fluent)

Tamil (Native)

Hindi (Intermediate)

Career Objective

Detail-oriented Business Analyst with **5+ years** overall experience and **3.8 years** relevant BA exposure across Finance, IT, and Consulting. Skilled in requirements gathering, stakeholder management, BRD/SRS, and Agile/Waterfall delivery.

Profile Summary

- Comprehensive understanding of the **Software Development Life Cycle (SDLC)**, covering requirement elicitation and analysis, design, development, testing, deployment, and maintenance, with active involvement in documentation and stakeholder collaboration at every phase.
- Proficient in **Waterfall methodology**, with focus on BRD/SRS preparation, use case documentation, requirement sign-offs, SME coordination, and compliance/audit support.
- Strong command of **Agile practices**, including user story creation, acceptance criteria definition, backlog grooming, sprint planning and reviews, and UAT facilitation using Jira and Confluence.
- Background in **Finance** (Accounts Payable, Taxation, Business Development) and **Public Relations**, ensuring effective stakeholder engagement, structured communication, and accurate documentation.

Work Experience

Accounts Payable Specialist — SSENSE, Canada2023–2024

- Processed invoices, reconciled accounts, and supported month-end close.
- Prepared financial reports & variance analyses; streamlined AP workflows.
- Collaborated cross-functionally to ensure financial data accuracy.

Business Development Manager — Corrosion Control Systems (CCS), Chennai2018–2021

Project: Market Expansion — Vendor & Client Onboarding Portal (Agile)

Description: Implemented a digital onboarding platform to streamline vendor and client registrations, enabling faster contract approvals and reduced manual errors.

Project: Inventory & Delivery Optimization System (Agile)

Description: Developed a system to optimize delivery routes and manage

inventory levels, reducing delivery time and improving resource utilization.

Responsibilities:

- Conducted requirement gathering sessions with Sales, Operations, and Vendor teams.
- Prepared BRD, SRS, and process flow diagrams (Visio) to capture business needs.
- Documented user stories and acceptance criteria in Jira.
- Supported sprint planning, reviews, and backlog refinement sessions.
- Facilitated UAT by coordinating feedback between business users and developers.
- Handled client and vendor communications, ensuring smooth project execution.
- Supported business reporting and financial documentation for expansion projects.

Tax Consultant — Deloitte, India

2017–2018

Project: Tax Training Software Project (Waterfall)

Description: Designed and delivered a software application to manage tax training modules, ensuring compliance with US tax frameworks and improving employee learning efficiency.

Responsibilities:

- Conducted requirement gathering sessions with Tax SMEs and Training Leads.
- Prepared BRD, SRS, and detailed use case documentation.
- Maintained requirement traceability matrix to ensure alignment with business goals.
- Assisted in preparing user manuals and facilitated UAT with end users.
- Managed change requests and coordinated with developers for defect resolution.
- Supported audits and ensured compliance with statutory tax reporting.
- Collaborated with clients on clarifications, documentation, and training needs.

Education

MBA (Finance) — SRM University, Chennai	2017
Diploma in Public Relations — York University, Canada	2022

Certifications

CAPM — Project Management Institute
Business Analyst Certification (COEPD)