

ANAYTA NIKAM

BUSSINESS ANALYST

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CORE COMPETENCES

- Business Analysis Planning and Monitoring.
- SDLC , Waterfall and Agile Scrum
- Elicitation and Collaboration.
- Requirement Life cycle Management
- Requirement Analysis and Design Definition.
- Strategy Analysis
- Solution Evaluation
- Stakeholder management
- Project management
- UAT
- HRMS, HCM
- HR strategy

TECHNICAL SKILLS

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

DOMAIN KNOWLEDGE

- HRMS

EDUCATION

- MBA - HR (Distance)

NMIMS UNIVERSITY 2022 - 2024

- MSW - Social Work & HR (Full Time)

MUMBAI UNIVERSITY 2015 - 2017

CERTIFICATION

- Certified IT - Business Analyst IIBA [EEP] from COEPD
- PGCM - Business Analyst - MIT Institute
- JIRA MIT Institute (Workshop)
- E Learning HR Analytics I IIT Roorkee through Cursa

AWARDS/ACHIEVEMENTS

- Rising Star Award
- Employee of the month

SOFT SKILLS

- Team work
- Communication skills
- Time management
- Adaptability

LANGUAGES

- English, Hindi & Marathi

PROFILE SUMMARY

- **Business Analyst with 6 years of experience** in the **HRMS domain**.
- In-depth knowledge of **SDLC** in various phases (i.e waterfall and 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.
- Proficient in **Agile Scrum**: Creation of **user stories** and Added **Acceptance Criteria, BV and CP, Sprint** and **Product Backlogs**, conducted various **Sprint Meetings; Sprint and Product Burn down charts** ensured **DOR and DOD checklist**.
- Handled **training** of internship trainees within the department and supporting campus hiring initiatives.

WORK EXPERIENCE

Sahyadri Super Speciality Hospital Pvt. Ltd (Corporate Office),

Pune,

MAY 2022 - PRESENT

Sr. HR Executive

Project name - HRMS Software | Agile | Duration 36 Months Ongoing

- Interacted with the internal stakeholders and gathered requirements by using various **elicitation techniques**.
- Acted as a key HR stakeholder from the client side for the implementation of a new HRMS software. **Collaborated** with **internal teams** and **external vendors** to **gather functional requirements, validate workflows**, and ensure the new system aligns with HR operations across recruitment, attendance, payroll, and performance management.
- Created **User stories** with appropriate acceptance criteria with the assistance of the Product Owner.
- Provided continuous feedback to improve system usability and supported **change management** by guiding end-users and ensuring minimal disruption to daily **HR functions**.
- 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 **product planning** and **UAT** to successfully deliver each sprint component.
- Hiring MD/ DNB Super specialist doctors, end to end recruitment.
- Present the organization during campus hirings.

Fuhrung Technologist Pvt. Ltd, Mumbai

JULY 2019 - MAY 2022

Business Analyst

Project name - OneWorkplace HR | Waterfall | Duration 30 Months

- 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.
- Acted as a **liaison between functional HR teams** and **technical teams** to ensure smooth delivery of solutions.
- Assisted in Testing team by preparing **Test Case** Scenarios and ensured the **UAT** was successful.
- Handled **training** and support to the internship trainee within the department.