

**Monisha,
Moudivender**

8124554030
moudivendarmonisha04@gmail.com

Core competencies:

Business analysis planning, and monitoring.
Requirement life cycle management.
Elicitation and collaboration.

Soft Skills:

Problem-solving skill
Quick learner
Communication
Leadership
Adaptability
Team work
Time management
Critical thinking

Technical Skills :

Reporting tools: JIRA
Documentation tools: MS Office, Google Docs
Database: MySQL
Prototyping tools: Balsamiq, Axure RP Pro
Modeling tools: MS Visio
Other tools: Tableau, MS Power BI

Language:

English, Tamil

Career Objective:

Enthusiastic and detail-oriented aspiring Business Analyst with hands-on project experience in requirement elicitation, documentation, and stakeholder communication. Eager to apply analytical and communication skills to support business process improvements.

Profile summary:

- Deeper knowledge of SDLC, Agile & Waterfall methodologies.
- Waterfall Model Expertise: Applied Elicitation Techniques to gather requirements, prepared detailed BRD, SRS, RACI MATRIX, UML Diagrams, and Prototypes. Maintained traceability through RTM. Well-versed in handling Change Request and UAT.
- Agile Scrum Proficient: Skilled in writing User Stories with detailed Acceptance Criteria, assigned BV and CP. Adept at managing Product Backlog, Sprint Backlog, DOD, and DOR checklists. Facilitated Sprint Ceremonies.

Project Experience

1. Student Management System Development (Agile - Product Owner):

Aimed to digitalize and streamline organizational processes such as exam scheduling and academic management, ensuring iterative delivery and continuous stakeholder collaboration. As a PO of the project, I,

- Modeled the business process for student registration, attendance tracking, and facilities management platform, and delivered working increments at the end of each sprint. Also ensured project progress aligns with the goal.
- Gathered functional and non functional requirements through brainstorming and interviews.
- Created user stories, epics, and tracked project progress using a burn-down chart in Jira.
- Conducted AS IS and TO BE analysis to recommend process improvements.

2. Hospital Management System Development (Waterfall - Business Analyst):

Aimed to automate and improve the operational efficiency of the hospital. The Waterfall methodology ensured structured and sequential delivery. As BA I,

- Gathered requirements through document analysis, observation, and surveys to capture the business needs accurately. And prepared BRD, FRD, and SRS.
- Designed use case diagrams, activity diagrams, wireframes, and process flow diagrams using MS Visio, Azure, and Balsamiq.
- Performed a Gap, risk, stakeholder, and feasibility analysis to ensure project alignment and defined business rules, scope, and constraints for the patient, admin, and reception module.
- Collaborated on the design of patient registration, discharge summary, and payment modules, and delivered those modules in a structured manner.
- Created prototypes for login, registration, and payment pages, presented to stakeholders for feedback before development.

Education :

M.A. in English Literature(2016)
Avvaiyar Government College for Women
Pondicherry University

Certification :

Certified Business Analyst Course –
COEPD (IIBA-EEP) [September 2025]

