

Pratik Jagtap

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CORE COMPETENCES:

- 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.

TECHNICAL SKILLS

- Wireframes & Prototyping Tools: Balsamiq
- Modeling Tools: MS Visio.
- Database: SQL
- Project Management Tool: JIRA
- Reporting Tools: Power BI, & Tableau.

EDUCATION:

BE (Mechanical Engineering)

P.E.S. Modern college of Engineering, Pune
(7.30 CGPA) June 2024

CERTIFICATES:

Certified IT – Business Analyst IIBA [EEP]

SOFT SKILLS:

- Analytical Thinking
- Communication
- Problem-Solving
- Critical Thinking
- Decision Making
- Attention to Detail
- Time Management
- Team Collaboration
- Adaptability
- Teamwork

LANGUAGE: English | Hindi | Marathi |

CAREER OBJECTIVE:

Aspiring and detail-oriented Business Analyst with a background in Mechanical Engineering and hands-on training in business analysis methodologies. Seeking to leverage skills in requirement gathering, process modelling, and stakeholder communication to contribute effectively to IT and business transformation projects. Eager to grow in a dynamic environment by delivering data-driven and user-centric solutions.

PROFILE SUMMARY:

- Good understanding of **SDLC** methodologies including **Waterfall** and **Agile (Scrum)** frameworks with practical project exposure.
- Proficient in preparing **BRD, FRD, SRS, RACI Matrix, RTM**, and creating **UML diagrams** and **wireframes** using tools like **Visio** and **Balsamiq**.
- Skilled in eliciting, analysing, and documenting requirements through **interviews, workshops, and document analysis**.
- Hands-on experience in **Agile** practices: writing **user stories**, adding **Acceptance Criteria**, conducting **Sprint Planning**, and maintaining **Product Backlog**.
- Familiar with supporting **UAT**, handling **Change Requests**, and using tools like **JIRA, MS Excel**, and **Power BI** for tracking and reporting.

PROJECTS:

1. **Project Name:** E-Commerce Solution for Customer & Order Management |Agile|

Project Description: An online customer and order management system enabling seamless user registration, order placement, real time tracking, and item-wise processing, replacing manual handling with automated workflows for improved efficiency and accuracy.

Role: Business Analyst

Responsibilities:

- Involved in Creating **user stories**.
- Assisted in Creation of **DOR** and **DOD** checklist.
- Participated in **sprint ceremonies**
- Generated **Sprint Burndown Chart** using **JIRA** tool

2. **Project Name:** Railway Reservation System: Ticket Booking & Cancellation |Waterfall|

Project Description: A web-based Railway Reservation System enabling real-time ticket booking, seat availability checks, and automated cancellation and refund processes for both i-tickets and e-tickets to enhance user experience and operational efficiency.

Role: Business analyst

Responsibilities:

- Gathered **business requirements** and documented them in **123321**
- the **Business Requirement Document (BRD)**
- Designed **process flow diagrams** and **use case diagram** using **MS Visio** to visualize booking and cancellation workflows.
- Designed **wireframes** using **Balsamiq** tool
- Involved in creating **Use case Specification** Document
- Participated in creation of **RTM**