

# NameXXXXX

## Business Analyst

[XXXXX@gmail.com](mailto:XXXXX@gmail.com)

+91 xxxxxxxxxxxx

Bangalore, KA



### Profile Summary:

- ❖ Having knowledge in various methodologies of **SDLC (waterfall & Agile)**. Worked on Stakeholder analysis and create **RACI** matrix, Gathering Requirements, **BRD** into **FRD** and tracking through **RTM**. Model the requirement using **UML**, Facilitates **UAT**. Creation of User Stories & added Acceptance criteria, BV & CP, Product Backlogs, participated in **Scrum Meetings**.
- ❖ Collaborated with cross-functional teams, including sales, marketing and product development to ensure alignment and achieve Business Objectives.

### Work Experience

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#### Company name. - Business Analyst Mgmt

August 2023 - current

Bengaluru, KA

- Served for PUDO project "LINE OF CREDIT" on product evolution and updated scope and requirements
- Analyzed reporting in **Tableau** to find ineffective vendor subscriptions.
- Assisted in documenting client requirements and implementing all parts of **product lifecycle**, serving as the liaison between clients and team to ensure alignment with goals
- Collaborated with key stakeholders to improve methodologies and operations across 200 employees
- Created **user stories** with acceptance criteria & managed the product backlog in **JIRA**
- Prioritized & validated requirements using **Moscow** and **FURPS** techniques
- Collaborated with Product Owner and Scrum Master for effective sprint planning and review
- Tracked project progress with Sprint & **Product Burn Down/ Burn Up Charts**
- Contributed to product planning and successful **User Acceptance Testing (UAT)** for each sprint

#### Company name. – Business Development Associate

Oct 2021 – Aug 2022

Vijayawada, Ap

- Conducted **enterprise and stakeholder analysis**, eliciting and documenting business requirements in the Business Requirements Document (**BRD**)
- Translated business requirements into functional specifications, collaborating with the Technical Team to prepare the System Requirements Specification (**SRS**) document
- Created **UML diagrams, wireframes**, and prototypes using tools like **MS Visio, Balsamiq, and Axure** for clear communication of project requirements
- Developed and maintained the Requirements Traceability Matrix (**RTM**) to ensure comprehensive coverage & alignment between requirements and solution design
- Assisted the Testing Team by preparing detailed **test case** scenarios, ensuring successful UAT
- Crafted Business Case Document, showcasing the need, benefits, and ROI of the LMS

#### Company name. – Sr. Process Associate (Client Data Services)

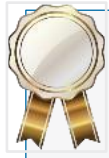
July 2019 – September 2021

Vij, Guntur, AP

- Successfully managed multiple functions including Client Operational Services, GST Market Operations, and Middle Office Operations
- Conducted thorough assessments, validations, and approvals of regulation compliance documents
- Assessed and approved sales margin supporting documentation for settlement transactions
- Implemented effective solutions to enhance efficiency and accuracy within managed functions
- Applied robust practices to mitigate operational risks and ensure smooth operations
- Prepared comprehensive reports to track compliance activities and identify areas for improvement.

## Achievements & Certifications

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Recognized with 'Gold Award'  
from LOBs for performance



Certified with 'Individual  
Trainee' from Brainnest  
Business Analysis - Germany



Certified Busines Analyst from  
(IIBA - EEP) endorsed

## Education

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**xxxxxxxxxx** – BSc., Computers.

July xxxx – May xxxx

Guntur, AP

## Core Competencies

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Data Analysis & Visualization  
Product Management  
Agile & Waterfall  
Project Management  
Requirement Elicitation  
Solution Evaluation  
Business & Quantitative Analysis

## Skills

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<b>MS Office</b>	: Excel, Word & PPT
<b>UML Tool</b>	: MS Visio & Lucid Chart
<b>Prototyping</b>	: Balsamiq & Axure RP
<b>Project Management Tool</b>	: JIRA
<b>Database</b>	: SQL
<b>Reporting Tool</b>	: Power BI & Tableau

## Personal Details

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### Address

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### Language Proficiency

English | Hindi | Telugu