

Sai Charan Sambu

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mbu

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:

- Documentation Tools: MS Suite.
- prototyping & wireframe tools: Axure & Balsamiq
- Modelling Tools: MS Visio, Draw.io.
- Database: SQL
- Project Management Tool: JIRA.
- Reporting Tools: Power BI, Tableau.

Education:

NICMAR UNIVERSITY

PGP: Advanced Construction Management
2020-2022

MVSR ENGINEERING COLLEGE

B.E Civil engineering
2016-2020

Certificates:

Certified IT – Business Analyst
IIBA [EEP]

Soft skills:

- Adaptability.
- Time Management.
- Critical Thinking

Languages:

- English.
- Telugu.
- Hindi.

Carrer Objective:

To pursue a challenging role as a functional business analyst, leveraging my knowledge in agile and waterfall methodologies to deliver effective business solutions. Committed to driving process improvements, aligning organisational goals, and contributing to impactful outcomes.

Profile Summary:

- 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, and SRS** Prepared **RACI matrix**, and BCD, created **UML Diagrams** and **prototypes** and tracked requirements Through **RTM** well-versed with **UAT** Handling **change requests**.
- Expert in **agile Scrum**: Creation of **user stories** and added **acceptance criteria, BV & CP, Sprint & Product Backlogs** conducted various **sprint meetings, sprint & product burndown charts** ensured **DOR** and **DOD** Checklist.

Projects:

Project 1: CRM For Abroad Studies (Agile)

Project Description:

Implementing a CRM for the study abroad consultancy will centralise student and university information, automate lead management and follow-up tasks, improve communication with stakeholders, and streamline the application tracking and document management processes. Using Agile Scrum, the project will be delivered in increments, allowing for rapid deployment of features and ongoing refinement based on stakeholder feedback.

Responsibilities:

- Interacted with the stakeholders and gathered requirements by using various **elicitation techniques**.
- Created user stories with appropriate acceptance criteria with the assistance of the product owner. Added **user stories** into the **product backlog** using the **JIRA tool**.
- Prioritised and validated the requirements using the **Moscow** and **FURPS** techniques; added **user stories** to the **sprint backlog** based on prioritisation order.
- Collaborated with the product owner and scrum master for **BV** and **CP** and assisted the product owner in creating the **DOR** and **DOD** checklist.
- Participated in **sprint ceremonies** to remove **roadblocks** in the project.
- Generated **sprint** and **burndown/burnup charts** to track the project progress.
- Participated in product planning and **UAT** to successfully deliver each sprint component.

Project 2: Student Travel Planning (Waterfall)

Project Description:

Travel Planning System project is to develop and implement a comprehensive travel planning solution specifically designed to meet the needs of students The system will streamline the process of organizing travel, ensuring efficiency, reliability, and an enhanced user experience.

Responsibilities:

- Conducted **enterprise analysis** and, with the assistance of a senior BA, created a business case document, conducted **stakeholder analysis**, and prepared the **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.
- Assisted the testing team by preparing test case scenarios and ensuring the UAT was successful.

Work Experience:

Company Name: Stantec

Duration: March 2022 - June 2022

Designation: Associate Project Controller

Responsibilities:

- Develop and manage CPM schedules, budgets, and forecasts, ensuring cost and resource efficiency.
- Monitor progress, productivity, earned value, and manage change orders effectively.
- Prepare detailed and summary reports, coordinating closely with project managers.
- Adapt to new tools, processes, and global collaboration across time zones.