

Aliva Das

Associate Business Analyst

✉ dasaaliva@gmail.com

📞 8926072737

Career Objective

With 2.2 years of experience, including 1.6 years as an IT Business Analyst, I excel in requirement elicitation, stakeholder collaboration, and Agile practices. I bridge business needs with technology solutions to drive successful project outcomes.

Profile Summary

- In-depth knowledge of SDLC phases (Waterfall & Agile).
- In Waterfall methodology, adept at gathering requirements through Elicitation Techniques, creating BRD, FRD, SRS, RACI Matrix developing UML Diagrams, Prototypes, and maintaining requirements tracking via RTM. Experienced in UAT handling and managing Change Requests.
- Analyzed customer needs and collaborated with subject matter experts to document clear and actionable requirements.
- Prepared functional specification after conducting a detailed analysis of requirements.
- Proficient in Agile Scrum, skilled in crafting **user stories** with **Acceptance Criteria**, managing **Sprint & Product Backlogs**, facilitating diverse **Sprint Ceremony**, and monitoring progress through **Burndown charts**. Ensuring compliance with **DOR** and **DOD** checklists.
- Played a key role in facilitating communication and collaboration between **cross-functional teams**, ensuring alignment between stakeholders, product owners, and development teams throughout the project lifecycle.
- Applied a holistic approach to **requirements gathering** and **analysis**, integrating insights from enterprise analysis into both **Waterfall** and **Agile methodologies** to ensure comprehensive understanding and successful project outcomes.

Professional Experience

Company Name: Mytagin aspiring sol pvt limited

Nov2022 to Dec2024

Designation: Associate Software Analyst

Project Name: EBB Project (Agile) |

Project Description: Facilitated the development of an innovative solution for EvoLush Beauty Blender, designing and optimizing a business process for the creation and launch of an eco-friendly, professional-grade makeup blending tool as a prominent brand in the cosmetics industry.

Role: Business Analyst

Responsibilities:

- Interacted with stakeholders and gathered requirements using various **elicitation technique**
- Created user stories with **acceptance criteria**, added them to the **product backlog** using **JIRA**
- Prioritized and validated requirements using **MoSCoW** and **FURPS** techniques, and added user stories to the
- **sprint backlog**.
- Collaborated with the Product Owner and Scrum Master for **BV** and **CP**, and assisted with the creation of **DOR**
- and **DOD** checklists.
- Participated in **Sprint ceremonies** to remove project roadblocks.
- Generated Sprint and **Product Burndown/Burnup charts** to track progress
- Participated in product planning and **UAT** to successfully deliver each sprint component.

Project Name: CMS Application (Waterfall)

Project Description: We are developing an innovative College Management System (CMS) designed to optimize and streamline talent acquisition processes for educational institutions. The system focuses on reducing manual workload, improving efficiency, and enhancing communication with candidates.

Role: Business Analyst

Responsibilities:

- Conducted **Enterprise Analysis** and assisted in creating a Business Case Document, **Stakeholder Analysis**, and
- Gathered requirements from business heads using **Elicitation Techniques** and created a **BRD**. Translated **BRD** into **FRD**, collaborated with the technical team, and prepared **SRS** Document. Created **UML diagrams** and **wireframes** using **MS Visio, Balsamiq, and Axure**.
- Created and maintained **RTM** throughout the project.
- Assisted in Testing Team by preparing **Test Case Scenarios** and ensuring successful UAT.

Core competencies

- Business Analysis Planning & Monitoring
- Requirement Life cycle Management
- Requirement Analysis
- Strategy Analysis and Solution Evaluation
- Stakeholder Engagement and Relationship
- Change Management and Adoption Planning
- Software Development Life cycle

Technical Skills

- Documentation Tools: MS Suite.
- Prototyping & Wire frames Tools: Axure & Balsamiq
- Modeling Tools: MS Visio.
- Database: Sql Server 2019
- Project Management tool:- JIRA
- Reporting Tools: Power BI, & Tableau.

Education

Btech, Computer Science Engineering

Biju Pattnayak University, Odisha

Certificates

Certified IT-Business Analyst (IIBA-EEP)
COEPD

The Business Intelligence Analyst Course 
Udemy

Languages

•English

•Odia

•Hindi