



VAISHNAVEE DESHMUKH

HR ASSOCIATE

OBJECTIVE

Motivated and detail-oriented professional with 1.5 years of experience as a Business Analyst and 1 year in Human Resources. Skilled in gathering requirements, analyzing data, streamlining processes, and enhancing employee engagement. Seeking to leverage my combined expertise in business analysis and HR to deliver impactful solutions, foster collaboration, and drive organizational success.

PROFILE SUMMARY

- In-depth knowledge of SDLC in various phases (i.e waterfall & agile)
- Proficient in Waterfall Model: Gathered requirements using Elicitation Techniques and prepared BRD, FRD, SRS prepared RACI Matrix, BCD, created UML Diagrams and Prototypes and requirements tracking through RTM well versed with UAT handling Change Request.
- 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.
- Human Resource expert in end-to-end recruitment, attendance management, payroll management, employee T&D, employee grievance handling, performance management and employee R&R
- Led the team responsible for managing HR related tasks for 100+ employees

Information Technology Learning Hub (ITLH)

Sep 2022 - Oct 2024

HR Associate

Project 1: Payroll Management System | Agile |

Description: Developed a comprehensive payroll system that automates processes, ensures compliance with tax laws, and enhances the user experience for HR, finance teams, and employees

Role - Business Analyst

- 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 **product backlog** using the **JIRA** tool
- Prioritized and validated the requirements using **Moscow** and **FURPS** technique, added **user stories** to **sprint backlog** based on prioritization order
- Collaborated with Product Owner and Scrum Master for **BV** and **CP**, and assisted the Product Owner for the creation of **DOR** and **DOD** checklist
- Participated in **sprint ceremonies** to remove **road blocks** in the project
- Generated **Sprint**, **Product Burn down/Burn up charts** to track the project progress
- Participated in product planning and **UAT** to successfully deliver each sprint component
- Provided insights basis HR analytics, to support decision-making and strategic planning.
- Promoted open communication channels between employees and management

Project 2: Application Tracing System | Waterfall |

Description:Created an HRMS portal to keep track of the applications to improve the efficiency and effectiveness of the recruitment process to attract and retain top talent

Role - Business Analyst

- Conducted **Enterprise Analysis** and under the assistance of a senior BA in creating a Business Case Document, conducted **Stakeholder Analysis**, and prepared **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 in Testing Team by preparing **Test Case Scenarios** and ensured the **UAT** was successful

Think and Learn Pvt Ltd (Byju's)

Jan 2022 - Jun 2022

Recruiter

- Recruited mid-level to senior-level employees
- Formulated recruitment strategies with hiring managers.
- Screened and interviewed candidates at various stages of hiring process
- Participated in job fairs and other recruitment events to attract potential candidates
- Leveraged HR analytics to effectively manage and analyze data, enabling informed decision-making and strategic planning to optimize workforce performance and enhance organizational outcomes

HDFC Life

Feb 2021 - May 2021

Management Intern

- Sourced candidates from job boards, professional network, and referrals
- Verified candidate details through reference checks and other screenings

CONTACT



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Wadala, Mumbai

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 & Wire frames Tools: Axure & Balsamiq
- Modeling Tools: MS Visio, Draw.io.
- Database: SQL
- Project Management tool:- JIRA
- Reporting Tools:Power BI, & Tableau.

EDUCATION

ICFAI BUSINESS SCHOOL 2022

Postgraduate Diploma in Management - HR

CERTIFICATION

- Business Analytics - IIBA (EEP)
- Analytics using Excel
- TATA Ion Certificate—Digital Learning