



VAISHNAVEE DESHMUKH

BUSINESS ANALYST

OBJECTIVE

Customer-focused Business Analyst with experience of aligning business objectives with technical solutions. Experienced in identifying improvement opportunities and creating comprehensive documentation that bridges stakeholder needs with development teams. Skilled in both Agile and Waterfall methodologies.

PROFILE SUMMARY

- In depth knowledge of various phases of SDLC (Agile- Scrum and Waterfall)
- Proficient in gathering requirements using **elicitation techniques** and in preparing **BRD, FRD, RACI Matrix, BCD**. Created **UML diagrams, Prototypes**, Requirements through RTM; well versed with **UAT** and handling **change requests**
- Expert in **Agile Scrum**, creation of **user stories** along with **acceptance criteria, BV, CP, Sprints** and **Product Backlog**. Conducted various **sprint meetings, sprint & product burn down charts**, ensured **DOD** and **DOR** checklists
- Human Resource expert in **Recruitment, Attendance Management, Payroll Management, Employee T&D, Employee Grievance Handling, Performance Management** and **Employee R&R**

CONTACT

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Wadala, Mumbai

EDUCATION

2022
ICFAI BUSINESS SCHOOL

- Postgraduate Diploma in Management

2019
PILLAI COLLEGE OF ENGINEERING

- Computer Engineering

SKILLS

- Business Analysis
- Requirements Analysis
- Requirements Gathering
- Agile methodologies
- Activity diagrams
- SWOT Analysis
- SQL
- Axure
- Scrum
- SDLC
- UML
- Use cases
- Visio
- UAT
- Balsamiq
- Data Visualization
- Problem solving

CERTIFICATION

- Business Analytics
- Analytics using Excel
- TATA Ion Certificate—Digital Learning

Information Technology Learning Hub (ITLH)

Sep 2022 - Oct 2024

Business Analyst | Subject Matter Expert

Project 1: Application Tracking System

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

Key accountabilities as a Functional BA

- Interacted with the management team & gathered requirements by using various **elicitation techniques**
- Authored Business Requirements Document (**BRD**) and Functional Specification Document (**FSD**) detailing end-to-end recruitment workflows
- Created **use case diagrams, activity diagrams**, and use case specifications for core functionalities like job posting, candidate tracking, and reporting dashboards
- Maintained **Requirement Traceability Matrix**
- Created **user stories** with acceptance criteria. Added user stories into the **product backlog** using **Jira**
- Participated in **sprint planning** meetings, **sprint review** meetings, and **daily standup** meetings to remove roadblocks in the project

Project 2: Payroll Management System

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

Key accountabilities as a Functional BA

- Conducted **requirement gathering** to understand payroll processes, pain points, and objectives
- Defined clear, actionable **user stories with acceptance criteria** to guide the development team, such as **automated payroll calculations** and self-service portals
- Designed **workflows** for payroll cycles, tax calculations, overtime, bonuses, and compliance tracking
- Developed as-is and to-be **process flow diagrams** using **Visio**
- Facilitated regular **feedback loops** during **Sprint Reviews** to incorporate management input.
- Participated in **User Acceptance Testing (UAT)**, ensuring system performance aligned with management expectations

Key accountabilities as Subject Matter Expert

- Created and executed the user manual/document and training material

Think and Learn Pvt Ltd (Byju's)

Jan 2022 - Jun 2022

- 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