Pallela Venkateshwar Rao

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**CORE COMPETENCIES**

* **Business Analysis Planning and Monitoring**
* **Elicitation and Collaboration**
* **Requirement Life cycle Management**
* **Strategy Analysis**
* **Requirement Analysis and Design Definition**
* **Solution Evaluation**

 **Technical skills**

* **Documentation Tools: MS Word, MS PowerPoint, MS Excel.**
* **Modeling Tools: MS Visio, Lucid chart.**
* **Data/Project Management: JIRA**
* **Reporting Tools: Power BI & Tableau.**
* **Prototyping and Wireframes Tools: Axure & Balsamiq.**
* **Database:SQL Education**
* **MVSR ENGINEERING COLLEGE**

 **B.E Civil Engineering (2016-2020)**

**Certification**

* **Certified Business Analyst, IIBA Coepd Institute (EEP)**

**Soft skills**

* **Communication Skills**
* **Time Management**
* **Problem Solving**
* **Team Work**

 **Languages**

* **English**
* **Hindi**
* **Telugu**

 **Career 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 organizational 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.

**Internship/Projects**

**Project 01: Construction E-Commerce Platform**

**Methodology:** Agile

**Tools used:** JIRA, Power BI & Tableau.

**Role:** Junior Business Analyst

**Project Description:**Implementing an e-commerce platform for the construction industry which will centralize the purchasing and procurement of construction materials, streamline inventory management, and improve communication between suppliers, contractors, and project managers. The platform will enable real-time product availability, automated order processing, and delivery tracking, facilitating efficient resource planning for construction projects. Using Agile Scrum, the project will be delivered incrementally, allowing for rapid deployment of key features such as product procurement management, secure payments, and supplier integration, with ongoing refinements based on user feedback.

# Key responsibilities:

* Interacted with the **stakeholders** (Client and IT team) to gather, clarify, and define all the requirements through elicitation Techniques.
* Created user stories with appropriate acceptance criteria with the assistance of Product Owner. Maintained product backlog using **JIRA tool**.
* Prioritized the requirements using **Moscow** techniques. User stories are validated as per DOR checklist.
* Prepared prototypes and **wire frames** to ensure proper functionality of each user story.
* Participated in sprint planning, daily Scrum, **Sprint review** and Sprint Retrospective meetings and worked on eliminating bottlenecks with the assistance of the Scrum Master.
* Worked closely to prepare **Product Burn Down** and **Sprint Burn Down charts**

to discuss progress and address impediments with stakeholders.

* Actively participated in planning and running Quality Assurance and User Acceptance Testing to successfully deliver each sprint component.

**Project 02: Construction Project Management System**

**Methodology:** Waterfall

**Tools used:** MS Excel, MS Word, MS Visio, Axure, Balsamiq

**Role:** Junior Business Analyst

**Project Description:** The Construction Project Management System project aims to develop and implement a comprehensive solution tailored to meet the needs of construction professionals. The system will streamline the management of construction projects, including planning, scheduling, resource allocation, and progress tracking, ensuring efficiency, reliability, and enhanced user experience. By following the Waterfall methodology, the project will progress through well-defined stages requirements analysis,

# system design, implementation, testing, and deployment—ensuring a structured and thorough development process.system design, implementation, testing, and deployment—ensuring a structured and thorough development process.

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# Key responsibilities:

* Under assist of Sr.BA Developed Business Case Document based on

# Enterprise analysis.

* Interacted with Stakeholder to gather requirements using **elicitation Techniques.** Under assist of Sr.BA Created **BRD**, Use case specification document, and activity diagram. Transformed Business requirement into **FRD**.
* Worked closely with the Business stakeholders and technical team to create Business flow, and **SRS**. Then created prototypes and wire frames using **Axure** tool. Collaborated with design engineer to create Design document. Organized JAD session to clarify the queries of the team.
* Created **Test Case Scenarios**, and worked closely with QA team and User for UAT processes, then actively participated in deployment process and prepared project closure document And got the Sign off on the documents.

**Work Experience: Duration: August 2021 - November 2022**

**Company Name: Ramky Infrastructure Limited**

**Designation: Site Executive Engineer M1 Grade (Junior Engineer)**

**Projects:** Ramky One Galaxia Phase-2, Ramky Odyssey (Mivan Shuttering),

Ramky Golden Circle

**Responsibilities:**

* Conducted **surveying** for leveling, marking PCC lines, and overseeing excavation to ensure precise foundation work.
* Supervised PCC concrete pouring for foundations, coordinating teams to maintain structural integrity and timelines.
* Managed floor and dado tiling operations, ensuring quality materials and adherence to design specifications.
* Oversaw both internal and external plastering works, ensuring compliance with quality standards , achieving a smooth finish.
* Managed internal and external painting projects, ensuring durable, high-quality finishes while meeting client expectations.
* Prepared reports on project progress, identifying areas for improvement to enhance efficiency.
* Successfully handed over **201 residential flats** (2BHK & 3BHK) to customers, meeting project timelines and quality expectations.

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