

Sandarbh Rawat

Business Analyst



+91 8290017543



srsandarbh@gmail.com



www.linkedin.com/in/sandarbhrawat

CORE COMPETENCIES

- 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

IIM Kashipur

Executive Master of Business Administration (Analytics)
2022-2024

CERTIFICATIONS

- Certified IT Business Analyst IIBA EEP
- Excel for Business Analysis
- Project Management Online Course
- Python Certification
- SQL Certificate
- Statics for BA
- Power BI for Business Intelligence

CAREER OBJECTIVE

With 10 years of experience, including 4 as a Business Analyst, and a background with brands like Ritz-Carlton and Wildflower Hall, I am equipped to transition fully into a Business Analyst role. My strengths in stakeholder collaboration, customer service, and high-value project management enable me to drive data-backed improvements and optimize operations for business growth.

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**
- Managed high-value construction projects, ensuring timelines and budgets were met.
- Expertise in business analysis, identifying process improvements, and developing data-driven strategies for growth
- Proficient in **project management**, coordinating teams for smooth operations
- Skilled in managing **customer relations** and driving loyalty through tailored services.
- Proactively address issues that may arise due to gaps in domain understanding
- Work closely with the product owner and the team to define clear and testable acceptance criteria for user stories.

PROFESSIONAL EXPERIENCE

SASHAKT INFRATECH PVT LTD

2021 – 2024

Designation – Project Manager

Project Name – Construction ERP Implementation(Agile)

Project Description – The purpose of this project was to implement an ERP solution to address the critical challenges faced by our real estate development company. By integrating core business processes into a single, unified platform

Role – SME

Responsibilities

- Assist in clarifying **requirements** and ensuring a shared understanding of the domain among team members.
- Collaborate with the **product owner** and business analysts to **analyze** and refine **user stories** or **requirements**.
- Validate that user stories accurately reflect **business needs** and are feasible from a technical and domain perspective.
- Participate in **grooming sessions** to refine user stories and **acceptance criteria**.
- Clarify doubts, provide additional context, and assist in breaking down larger stories into smaller, **manageable tasks**.
- Provide deep **domain knowledge** and expertise related to the project's subject matter.
- ensure that acceptance criteria align with **business goals** and are achievable.
- Share **domain knowledge** with team members to enhance their understanding of the project's context.
- Provide feedback during **sprint reviews** and **retrospectives** to help the team improve its processes.
- Proactively address issues that may arise due to gaps in domain understanding.
- Identify potential risks or challenges related to the domain and work with the team to develop **mitigation strategies**.

WELTECH BUILDERS

2018 – 2021

Designation – Project Manager

Project Name – Club PMS(Agile)

Project Description – Project involved implementing a Property Management System (PMS) for the club within a society to streamline operations, including booking management, membership tracking, and financial reporting

Role – Business Analyst

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 **product backlog** using the **JIRA tool**.
- Monitored the quality and progress of the work on a everyday basis.
- 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.

RITZ-CARLTON, BANGLORE

2018 – 2021

Designation – Front Office Supervisor

Project Name – PMS Implementation(Waterfall)

Project Description – The project was initiated to modernize the property management systems of the hotels to enhance operational efficiency, improve guest satisfaction, and maintain competitiveness in the hospitality industry. The current systems are outdated, leading to inefficiencies and a suboptimal guest experience. The new solution will integrate all property management functions, streamline operations, and provide real-time data insights, thereby supporting the hotel's strategic objectives.

Role – Business Analyst

Responsibilities

- 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.
- Managed the daily lobby operations like Guest engagement, Front desk operations etc.