

# VAISHNAVEE DESHMUKH

## BUSINESS ANALYST

### CONTACT

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### CORE COMPETENCES

- Business Analysis
- Elicitation and Collaboration.
- Requirement Analysis
- Stakeholder management
- Project management

### TECHNICAL SKILLS

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

### EDUCATION

ICFAI BUSINESS SCHOOL  
2022

Postgraduate Diploma in Management

### CERTIFICATION

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

### SOFT SKILLS

- Time Management
- Analytical Thinking
- Interpersonal Skills

### OBJECTIVE

Ambitious and detail-oriented professional with 2.5 years of overall experience, including 1 year as a Business Analyst. 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

- Knowledge of SDLC in various phases including waterfall & agile
- Proficient in **Waterfall Model**: Gathered requirements using **Elicitation Techniques** and prepared **BRD, FRD, SRS**, prepared **RACI Matrix**, BCD, created **UML Diagrams & Prototypes** and requirements tracking through **RTM**, well versed with **UAT** handling **Change Requests**
- Knowledge of **Agile Scrum**: Created of **user stories**, added **Acceptance Criteria, BV & CP**, conducted various **Sprint Meetings**, ensured **DOR** and **DOD** checklist.
- Human Resource expert in end-to-end recruitment, attendance & payroll management, employee T&D, grievance handling, performance management and R&R
- Spearheaded the HR team responsible for managing operations for a workforce of 100+ employees

### WORK EXPERIENCE

**Information Technology Learning Hub (ITLH)**

Sep 2022 - Oct 2024

**Designation** - HR Associate

**Project 1: Payroll Mangement System | Agile |**

**Role** - Business Analyst

**Roles & 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.
- Part of Prioritizing and validating the requirements using **Moscow** and **FURPS** techniques, 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
- Part of generating **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 |**

**Role** - Business Analyst

**Roles & Responsibilities** -

- Prepared 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
- Part of Testing Team for preparing **Test Case Scenarios** and ensured the **UAT** was successful
- Developed, implemented and managed end to end onboarding, recruiting and training program.

**Think and Learn Pvt Ltd (Byju's)**

Jan 2022 - Jun 2022

**Designation** - Recruiter

**Roles & Responsibilities** -

- 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

**Designation** - Management Intern

**Roles & Responsibilities** -

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