

Kavya Dhanani

Business Analyst

SUMMARY

- Around 3 years of experience in business analysis, business requirements modeling, and development of Web Based and Client/Server applications in Industry Sectors.
- Good knowledge of Development Life Cycle (SDLC), Agile/Scrum, and Waterfall.
- Understanding of Gap Analysis and the associated Risk Analysis.
- Proficiency in gathering, analyzing, and documenting business requirements into the Requirement Definition Document, which includes BRD, FRD, and use cases.
- Ability to define project milestones, and schedules, monitor progress and update plans as required using MS Project.
- Capable of interacting with business users to identify information needs and initiate process changes.
- Good communication and problem-solver skills at analyzing/eliciting business needs and transforming them into technical designs, applying technical skills and business knowledge to achieve sound results.

EXPERIENCE

AIG, NJ | Jan 2023 - Current

Business Analyst

- Working on an Agile development methodology by dividing the application into iterations.
- Involve in the formulation of the Business Requirements Document (BRD) after all business requirements were defined clearly.
- Assign as Primary Support Liaison for major applications MS SharePoint.
- Conduct and participate in Joint Application Development sessions with business users.
- Participate in Sprint review and retrospective meetings to identify gaps in the project and address them in subsequent sprint cycles.
- Creating UML diagrams such as Business Flow Diagrams, Use Cases, and Activity Flow in coordination with the technical team using MS Visio.
- Creating defect tracking tools like HP QC, and Jira and reviewing them in subsequent iterations of the application development process.

Trion IT Solutions, India | Aug 2018 - Dec 2020

Business Analyst

- Worked with project development teams following Waterfall methodologies and can design source code branching, release life cycles, and project deliverables.
- Wrote Test Plans in Microsoft Word for Manual Testing, System Testing, Integration Testing, Performance Testing, and Regression Testing and reviewed their consistency with the Business Requirements.
- Introduced Tableau software into the project to create interactive presentations.
- Developed project plans and managed scope using MS Project.
- Assisted in building a business analysis process model using Rational Rose and MS Visio.
- Created and developed of key documents such as Cost/benefit analysis, GAP analysis, SWOT Analysis, and Risk Analysis.
- Trained testers to execute the test steps in SAP and record the test results in HP Quality Center.

CONTACT

401-232-4817

kavya.d@myjobscv.com

NJ

EDUCATION

**Master of Business Administration
in Analytics**

Stevens Institute of Technology, NJ

**Bachelor of Business
Administration in Finance**

Veer Narmad South Gujarat
University, Gujarat, India

SKILLS

Methodologies:

SDLC, Agile/Scrum, Waterfall

Documentation:

FRD, BRD, SRS

Project Management Tools:

MS Project, MS Excel, MS
SharePoint

Visualization Tools:

Tableau, Power BI

Analysis Skills:

Cost/benefit analysis, Impact
analysis, GAP analysis, Risk
analysis, SWOT analysis

Tracking/Other Skills:

Jira, Microsoft Visio, HP Quality
Center, JAD, Rational ClearQuest,
RTM, UAT, SQL

Soft Skills:

Time management, Leadership,
Problem-solving, Negotiation,
Decision-Making, Documentation
and Presentation, Verbal
communication

Operating System:

Windows, Linux