TANVI MANOHAR VALKUNDE

BUSINESS ANALYST

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SUMMARY

- 3+ years of experience as a Business Analyst with a strong foundation in various facets of the role and a good understanding of Business Requirement gathering, Business Process Modeling, Scrum meetings, planning and Management.
- Utilizing Agile practices like user story creation and backlog prioritization to ensure project deliverables met stakeholder expectations.
- Proficient in designing visualizations using Tableau, Power BI software, Storyline on web and desktop platforms, and publishing and presenting dashboards.
- Collaborated with product owners and developers to create clear, concise, and measurable user stories that define acceptance criteria for new features.
- Ability to manage a project budget using MS Project, ensuring all project tasks stayed within budget and on schedule.
- Expert in using JIRA to manage a backlog of user stories, increase team velocity, and a smoother development process.

SKILLS

- **Methodologies:** SDLC, Agile, Scrum-Ban, KanBan
- **Documentation:** FRD, BRD, SRS, RTM
- **Project Management Tools:** MS Project, MS SharePoint, Microsoft Office, JIRA, Asana, Microsoft Suite, Google Suite, Lucidcharts, Balsamiq, Microsoft Visio, UAT, Confluence
- **Visualization and Cloud Tools:** Tableau, Power BI, MS Excel, Azure DevOps, AWS, SAP
- **Analysis and Design Skills:** Cost/benefit analysis, Ad-hoc Analysis, GAP analysis, SWOT analysis, Budget Analysis, Market Analysis, Root Cause Analysis, Mockups, Wireframes, BPMN, Process flow, Use Case, Activity, Sequence diagrams
- **Database:** MySQL, SQL Server, MongoDB
- **Soft Skills:** Time Management, Product Management, Stakeholder Management, Detail-oriented, Leadership, Presentation, Interpersonal skills, Communication, Problem Solving, Team player

EDUCATION

Master of Science in Computer Science Engineering | Northeastern University, Boston, MA	**GPA: 3.7/4.00**
Bachelor of Engineering in Information Technology | University of Mumbai, India	**GPA: 3.5/4.00**

EXPERIENCE

JPMorgan Chase & Co., MA   *Jan 2024 – Current*
Business Analyst

- Partnered with product owners to understand requirements for a multi-division migration using Agile methodologies.
- Prepared detailed project documentation, including project plans, status reports, and post-implementation reviews, to capture lessons learned and best practices for future projects.
- Used MS Project's reporting features to generate insightful project status reports for stakeholders, facilitating informed decision-making.
- Utilized Agile tools like Jira to track backlogs, prioritize tasks, and improve team communication and reduce project rework.
- Led 2+ successful JAD sessions with key stakeholders to gather requirements and ensure project alignment, resulting in a 3% reduction in rework during development.
- Created dashboards using Tableau to monitor team velocity, backlog health, and sprint progress, leading to a 30% increase in team velocity and reduced project cycle time.
- Presented cost/benefit analysis reports to stakeholders, effectively communicating the financial impact of business decisions and ensuring project alignment with organizational goals.
- Employed JIRA to collaboratively create User Stories, Product Backlogs, and prioritize them alongside the Product Owner and Scrum Team, improving development efficiency by 15%.

Zensar Technologies, India   *Jan 2020 – Jul 2022*
Business Analyst

- Collaborated with the IT team to integrate data from diverse sources, including internal transactional data and third-party market data feeds, into the centralized data warehouse.
- Utilized industry-leading tools such as JIRA, Smartsheet, MS Office, MS Visio, and MS Project to generate various project deliverables, ensuring effective project management and communication.
- Facilitated Sprint Planning sessions, resulting in user stories committed to with clear acceptance criteria for each sprint.
- Implemented a comprehensive BRD for the project, outlining the business needs, goals, and stakeholders involved, which received approval ratings from key stakeholders.
- Engaged in 10+ Joint Application Development (JAD) sessions with SMEs and development teams, translating outcomes into documented functional business requirements within JIRA as product backlogs.
- Enhanced data quality and accuracy for reporting through cleaning and manipulating datasets using SQL to reduce report generation time by 20% and automating data preparation tasks with SQL scripts.
- Streamlined reporting processes by 20% with automated Power BI reports, improving accuracy and timeliness.
- Successfully managed the RTM process for software releases, ensuring on-time and defect-free delivery to production.
- Operated Excel for Gap analysis, identifying market trends and competitive landscape to develop targeted expansion strategies.
- Leveraged cost/benefit analysis to inform project selection decisions and ensure resource allocation aligned with strategic objectives.