

SUMMARY

- Business Analyst with 4+ years of experience in driving data-driven solutions and enhancing operational effectiveness across different industries.
- Proficiency in utilizing Agile and Waterfall methodologies to manage project lifecycles, ensuring timely delivery and alignment with business objectives.
- Well-versed in creating comprehensive Business Requirements Documents (BRD) and Functional Requirements Documents (FRD), transforming complex business needs into actionable insights.
- Skilled in conducting in-depth analyses, including GAP, cost-benefit, and risk assessments, to inform strategic decision-making.
- Proficient in visualizing data through tools like Tableau and Power BI, empowering stakeholders with actionable insights for informed decision-making.
- Adept at collaborating with stakeholders and cross-functional teams to gather requirements, facilitating workshops, and using tools like Jira and HP Quality Center for effective project tracking and documentation.

SKILLS

Methodologies: SDLC, Agile, Waterfall

Documentation: BRD, FRD, SRS

Language: SQL, Python

Project Management Tools: MS Project, MS Excel, MS SharePoint

Visualization Tools: Tableau, Power BI

Analysis Skills: Cost/Benefit Analysis, GAP Analysis, Impact Analysis, Risk Analysis, SWOT Analysis

Cloud Technologies: AWS, Azure, GCP, DataBricks

Version Control Tools: Git, GitHub, GitLab

Tracking/Other Tools: Jira, Microsoft Visio, JAD, RTM, UAT, Confluence, Figma, HP Quality Center

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

Operating Systems: Windows, Linux, Mac

EXPERIENCE

JPMorgan Chase, USA | Jan 2024 - Present

Business Analyst

- Executed Agile methodologies by leading Sprint Planning and Retrospective meetings, improving team collaboration and enhancing project outcomes.
- Led requirements elicitation sessions to gather stakeholder insights, translating their needs into actionable system specifications.
- Developed inclusive Business Requirements Documents (BRD) and Functional Requirements Documents (FRD), ensuring complete coverage of project objectives, which resulted in a 30% reduction in requirements-related revisions during the project lifecycle.
- Coordinated with development teams to create Use Case, Activity, and Sequence Diagrams, improving system design clarity and functionality understanding; this led to a 25% decrease in development time due to enhanced communication.
- Directed risk assessments and impact analyses, identifying potential challenges and proposing mitigation strategies to stakeholders.
- Designed interactive dashboards using Tableau and Power BI, enhancing data accessibility and facilitating data-driven decision-making, resulting in a 40% increase in report use while leveraging AWS services to optimize data storage and retrieval processes.
- Utilized Jira to track progress and manage requirements, ensuring adherence to project timelines and stakeholder expectations.

IBM, India | Apr 2020 - Jul 2022

Business Analyst

- Conceptualized SQL for data extraction and analysis, transforming complex datasets into actionable insights that informed strategic decision-making across multiple departments.
- Accompanied stakeholder interviews and workshops to gather requirements, achieving 95% alignment with business objectives and user needs, thereby minimizing revisions during the development phase.
- Generated and maintained a Requirements Traceability Matrix (RTM) to track requirements from inception to implementation, ensuring accountability.
- Established prototypes and wireframes using Figma, facilitating early feedback from stakeholders and refining project specifications.
- Conducted cost-benefit analyses to evaluate the feasibility of proposed initiatives, supporting strategic decision-making at the executive level.
- Collaborated with QA teams to define acceptance criteria and validate deliverables, ensuring alignment with business requirements.
- Managed project documentation using HP Quality Center, maintaining thorough records and ensuring compliance with quality assurance standards, which improved documentation accuracy by 40%.

Sonata Software Limited, India | Apr 2019 - Mar 2020

Business Analyst Intern

- Cooperated with senior analysts to perform comprehensive gap analyses, generating actionable insights that guided project strategy and improved clarity in requirements.
- Participated in project kickoff meetings, establishing clear objectives and expectations, which improved alignment among team members and stakeholders by over 30%.
- Supported in crafting functional specifications derived from User Requirement Specifications, ensuring seamless handoffs to the development team for implementation.
- Allied with cross-functional teams in Joint Application Development (JAD) sessions to create process flow diagrams and gather comprehensive requirements, effectively aligning workflows with business objectives and user expectations.
- Leveraged Project to monitor project timelines and milestones, optimizing resource allocation and enhancing project execution.
- Contributed to continuous improvement initiatives by documenting lessons learned and best practices to enhance future projects.

EDUCATION

Masters in computer information Systems

New England College, Henniker, New Hampshire

Bachelors in Civil Engineering

Kakatiya Institute of Technology & Science, Warangal, Telangana

Mar 2024

Sep 2020