

# Ashima Mohan

## Business Analyst

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### SUMMARY

- Around 6 years of experience as a Business Analyst, specializing in requirement gathering, business analysis, and process modeling.
- Ability to work with functional teams in an Agile/SCRUM and SAFE environment.
- Proficient in drafting BRDs, defining processes, conducting GAP/SWOT analysis, and facilitating testing (UAT, Integration).
- Strong documentation skills in user stories, acceptance criteria, use cases, and functional requirements, with expertise in UML diagrams (Use Case, Activity, Sequence, State) and business process flow diagrams using MS Visio, including wireframes and mockups.
- Expert in defining project scope, objectives, and deliverables, developing detailed project plans, and leading execution to achieve milestones and final goals.
- Skilled in data analysis and visualization using Tableau, Power BI, and Excel to create impactful dashboards and reports for strategic decisions.
- Adept at facilitating Joint Application Development (JAD) sessions and conducting interviews with Subject Matter Experts (SMEs) to gather and document comprehensive functional requirements.

### SKILLS

**Methodologies:** SDLC, Agile/Scrum, Waterfall, Lean, Six Sigma

**Documentation:** FRD, BRD, SRS

**Project Management Tools:** MS Project, MS SharePoint

**Visualization Tools/Other Tools:** Tableau, Power BI, Microsoft Excel, Figma, Roadmap

**Analysis Skills:** Cost/benefit analysis, Impact analysis, GAP analysis, Risk analysis, SWOT analysis

**Tracking/Software/Other Skills:** SQL, Python, Jira, MS Visio, JAD, Rational ClearQuest, UAT, Lucid chart, Microsoft Dynamics 365, ETL Process, ELT Process, ERP Systems, Test Outlines & Test Cases, Use Cases & Use Case Mapping, Business Requirements, Requirements Traceability Matrix (RTM), MS Access, Confluence, Smartsheet, Data modeling, Google Analytics, Trello, Asana, Smartsheet, Microsoft Office Suite

**Project Management:** Project Planning, Budget Management, Risk Management, Scope Management, Resource Allocation

**Soft Skills:** Time management, Leadership, Project Management, Product Management, Problem-Solving, Negotiation, Decision-Making, Documentation and Presentation, Customer Relationship Management (CRM), Verbal Communication

**Operating System:** Windows, Linux, Mac

### WORK EXPERIENCE

#### 4Liberty, Inc., USA | Business Analyst

July 2024 - Current

- Defined project scope, created schedules, and tracked milestones to drive timely and efficient project execution.
- Facilitated seamless collaboration between teams, clients, and vendors, ensuring clear communication and alignment on project objectives.
- Managed project budgets by monitoring expenses, optimizing resource allocation, and maintaining accurate financial records.
- Proactively identified risks, assessed project progress, and implemented mitigation strategies to prevent delays and disruptions.
- Ensured high-quality deliverables by conducting thorough reviews, enforcing compliance standards, and driving continuous process improvements.

#### Johnson & Johnson, USA | Business Analyst

Dec 2022 - June 2024

- Implemented Agile methodologies (Scrum) to enhance project efficiency, reducing development time by 30% and improving team collaboration.
- Performed Gap Analysis of the As-Is and Should-Be process within the organization to analyze and fill the existing gaps in the business processes.
- Documented the Use Cases and Activity diagrams using MS Visio to understand the requirements and communicate them to the development team.
- Led cross-functional teams of up to a few members in successfully delivering a Project, an initiative that transformed the company's digital infrastructure, resulting in a 25% increase in operational efficiency.
- Managed the full project lifecycle from initiation to closure, including defining scope, developing project plans, and overseeing execution, ensuring completion within budget and timeline constraints.
- Utilized project management tools like Jira and Lucid chart to track project progress, manage tasks, and ensure team alignment.
- Developed and maintained dashboards and reports in Tableau, giving stakeholders real-time visibility into key performance indicators and business metrics.
- Conducted JAD (Joint Application Development) sessions to gather business requirements from stakeholders and documented them using tools such as Microsoft Visio and Confluence.

#### iView Labs Pvt. Ltd, India | Business Analyst

May 2019 - Nov 2022

- Followed Waterfall, and SDLC methodologies for project execution, and used Storyboards as one of the requirements elicitation techniques.
- Analyzed business data using SQL queries and tools like Tableau, and MS Excel to identify trends, patterns, and key insights for informed decision-making.
- Tracked project progress and KPIs, addressing risks and implementing corrective actions to maintain alignment.
- Developed clear and concise Functional Requirements Documents (FRDs) and Business Requirements Documents (BRDs) for development teams.
- Published many reports and visualizations created for the Power BI service, thereby developing dashboards.
- Developed comprehensive business cases to support decision-making processes, including cost-benefit analyses and risk assessments.
- Reviewed Project Charter Documents, Business Requirement Documents and RTM for tracing to Use-Case Specifications, System Requirements Specification and UI Functional specification documents.
- Worked extensively with the QA team for designing Test Plan and Test Cases for the User Acceptance testing (UAT).
- Developed test outlines and test cases that improved the quality of software releases, resulting in a 40% reduction in post-release defects.

### CERTIFICATIONS

[1] Professional Scrum Master -1. [2] PG-PMP with PDU. [3] MS Project. [4] PMO Implementation.

### EDUCATION

**Master in Project Management** | UMass Boston, Boston, MA

**Bachelor in Arts** | Delhi University, New Delhi, Delhi