**SWETA SINGH** Email : [**shweta.singh0895@gmail.com**](mailto:shweta.singh895@gmail.com)

Mobile no: **9566123641**



* 2+ years of experience in Business Analysis
* Certification in Scrum Master.
* Requirements gathering, requirements analysis, requirements review, process flow design, team management, client communication, wire frame design, problem solving and user acceptance testing
* Experienced in Requirements documentation: FRD, BRD, Use Case document, Backend Manual, Release Notes, MOM, Project Plans, Test Cases
* Experience in QA testing
* Experience in JIRA Management
* Experience in Team management
* Experience in Client handling
* Conducted client training sessions
* Managed weekly reports from Google Analytics and Jira.



To obtain a challenging position as Business Analyst that would increase business productivity of the organization & in turn enhance my skills & competency.



* Joined as a Trainee Business Analyst in Digital Convergence Technologies, Pune from August 2018 to September 2018.
* Working as an Associate Business Analyst in Digital Convergence Technologies, Pune from October 2018 till present



# Project #1:

## Project Name : Actelion

**Client : GMH**

**Duration : 1 year 5 months**

**Short Description : Speaker Bureau Portal**

**Roles and Responsibilities:**

* + Requirements Elicitation, Requirements Specification, Business Process Analysis
  + Requirements Documentation involving FRD, Backend and Frontend Manual
  + Help client with the website content and data update
  + Discuss the change requests in detail with the client and stakeholders
  + Analyze the client requirements and get back to them with a solution.
  + Engage the client to gather software requirements/business rules, and ensure alignment with development team
  + Team Management
  + Coordinate with other teams for task completion
  + Send updates to the client on the progress and follow up with them
  + User acceptance testing before the code is deployed to production
  + Assign tasks to the development team based on priority and ensure that the requirement is clear to them
  + Conducted Demo calls and Training sessions with clients
  + Client handling
  + Created various reports manually on client request.
  + Created test cases and test analysis documents.
  + Defect management with JIRA

# Project #2:

## Project Name : Helsinn

## Client : GMH

**Duration : 1 year 5 months**

**Short Description : Speaker Bureau Portal**

**Roles and Responsibilities:**

* + Requirements Documentation involving FRD, Backend and Frontend Manual.
  + Test cases and test analysis Documentation
  + Discuss the change requests in detail with the client and stakeholders
  + Engage the client to gather software requirements/business rules, and ensure alignment with development team
  + Coordinate with other teams for task completion
  + Send updates to the client on the progress and follow up with them
  + Assign tasks to the development team based on priority and ensure that the requirement is clear to them
  + Conducted Demo calls and Training sessions with clients
  + Client handling
  + System testing before and after the deployment.
  + Defect management with JIRA

# Project #3:

## Project Name : Artist Aloud

**Client : Hungama Digital Media**

**Duration : 6 Months till Present**

**Short Description : Based on OTT and VOD Platform for Live Artists and Music**

**Roles and Responsibilities:**

* Analyze products, suppliers and competitors and advise on appropriate actions to take
* Consult and advise the client on a variety of topics
* Have an excellent knowledge of digital channels, products and services
* Work as a QA and test the application
* Excellent interpersonal skills
* A professional, credible and measured communication style
* Engaging, influential, dynamic and authoritative
* Flexible, pragmatic and capable of adapting to client and project needs
* Capable of operating in wide range of environments, cultures and situations

# Project #4:

## Project Name : Vuuzle

**Client : VUUZLE**

**Duration : 2 Months till Present**

**Short Description : Based on Online TV streaming application (OTT)**

**Roles and Responsibilities:**

* Strong analytical, decision-making and problem-solving skills.
* Have an excellent knowledge of digital channels, products and services
* Experience with ticketing systems like Jira or Workfront
* Good understanding of IP-based video delivery, including live video delivery and related analytics technology
* Flexible, pragmatic and capable of adapting to client and project needs
* Ability to manage multiple tasks while in a very fast-paced and deadline-driven environment is essential. Excellent communication and organizational skills.

# Project #5:

## Project Name : Hungama Kids

**Client : Hungama Digital Media**

**Duration : 2 Months till Present**

**Short Description : OTT platform for children**

**Roles and Responsibilities:**

* Ability to manage digital production and oversee the delivery of assets, with primary focus on dynamic display, rich media, online video, mobile and social types
* Analyze products, suppliers and competitors and advise on appropriate actions to take
* Consult and advise the client on a variety of topics
* Have an excellent knowledge of digital channels, products and services
* Good understanding of IP-based video delivery, including live video delivery and related analytics technology
* Ability to manage multiple tasks while in a very fast-paced and deadline-driven environment is essential.



* Quick learner with good analytical and problem-solving skills, motivated to succeed with the desire to tackle challenging problems.
* Strong interpersonal and communication skills with ability to maintain effective working relationships**.**
* An energetic and focused team player and leader with ability to build cohesive and productive teams.



* + B.Tech from Hindustan Institute of Technology and Science, Chennai with 8.3 CGPA (2014-2018).
  + HSC from CBSE Board with 60.2% (2014)
  + SSC from CBSE Board with 80% (2012)
  + Scrum Master Certified



**Gender :** Female

**Date of birth :** 08-10-1995

**Marital Status :** Single

**Nationality :** Indian

**Languages Known:** English and Hindi

**Hobbies :** Dancing, playing badminton, listening to music, Adventure, Travelling

**Address :** c/o Avadh Enterprise, Junglighat, Andaman and Nicobar

Islands, Port Blair, 744101

**Passport number** : L5166438

I hereby declare that the information given above is true to the best of my knowledge.

## Place : Yours Sincerely,

**Date :** (Sweta Singh)