

# **RESUME**

**SWETA AGARWAL**

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## **Summary**

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*Approx 5 years of experience as a Business Analyst with a track record of managing complex IT projects. As a Business Analyst, I believe to be involved in all stages of software development.*

## **Working Experience**

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- Knowledge of Business Requirement Documents (BRD), Software Requirement Specification (SRS), Functional Requirement Document and all other high-level and low-level documents. Constructed many wireframes for website development as well Mobile Application.
- Experience of working on multiple projects at a single time.
- Experience of working on Government Projects and e-Tenders for different global locations such as Mauritius, and India.
- Knowledge of complete workflow of Scrum with a product backlog, user story, sprint planning and release phases.
- Provide input into developing and modifying systems to meet client needs and develop business specifications to support these modifications.
- Complete coordination, guidance and provided understanding for some maintenance work, change request work in existing website with proper documentation.

## **Technical Skills**

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- Familiar with Visio, MS Word, MS Excel, MS PowerPoint, JIRA, Confluence
- Knowledge of Mobile Development (Android & iOS), Website Development
- Knowledge of Scrum & Waterfall Methodology
- Knowledge of .Net, HTML, SQL
- Command in Wireframe (Balsamiq, Axure, Visio, Invision)

## **Professional Experience**

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### **Previous Company: Safaltek Software Pvt. Ltd., Chandigarh**

**Profile:** Business Analyst | June 2020 – Nov 2020

**Role:** Requirement Gathering from client, Requirements Analysis, Draft standard documents such as SOW, Technical Proposal, Financial Proposal, Maintenance Proposal, User Manual Document, Taking Project Estimation, Wireframe, Presentations, Co-ordination of projects, Client Handling and UAT.

**Projects:** CMS, Web Apps, Mobile Apps with Native & Hybrid Technologies, e-Governance Tender, B2B & B2C Ecommerce Marketplaces, Restaurant, Cab Bookings, Real State, Hotel Booking Engines, Desktop Application.

### **Previous Company: NineHertz Pvt. Ltd., Jaipur**

**Profile:** Business Analyst | Feb 2019 – May 2020

### **Previous Company: BR Softech Pvt. Ltd., Jaipur**

**Profile:** Business Analyst | April 2018 – Feb 2019

### **Previous Company: Vertexplus Software Pvt. Ltd., Jaipur**

**Profile:** Business Analyst | April 2016 – March 2018

## **Achievements & Certificates**

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- Certificate of .Net Training from Ducat, Jaipur.
- Certificate of Business Data Analysis with Microsoft Excel online Course on 12<sup>th</sup> May 2017.

## **ACADEMIC QUALIFICATION**

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### **M.C.A (2013-2016)**

Sikkim Manipal University, Jaipur

### **B.C.A (2010-2013)**

Mahatma Jyoti Rao Phoole University, Jaipur

**Personal Details**

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<b>Date of Birth</b>	02 <sup>nd</sup> July 1992
<b>Gender</b>	Female
<b>Marital Status</b>	Single
<b>Languages Known</b>	English and Hindi
<b>Current Location</b>	Jaipur, Rajasthan

**Sd/-**  
**Sweta Agarwal**