**Ujwal Patel**

**Business Analyst**

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**Summary**

* Business Analyst with 4+ years of experience in facilitating a cost-effective implementation of technology solutions by determining requirements of a project, communicating clearly and proficiently to stakeholders, facilitators partners, drive design and review of test cases, process.
* Good knowledge of Software Development Life Cycle (SDLC) - Business Modelling, Requirements Gathering, Design, Development, Testing, and Support and worked on Agile, and Waterfall.
* Good knowledge of Documenting Non-functional requirement documents, Business Requirement Document (BRD) and Functional Requirement Document (FRD), and System Requirement Specification (SRS).
* Working knowledge of Creating defect tracking using HP Quality Center and JIRA and reviewed them in subsequent iterations of the application development process.
* Good Working with Business Requirements Elicitation, Process Modeling, Cost/benefit analysis, GAP analysis, Risk Analysis, and development of Functional Specifications.
* Proficient in facilitating Joint Application Development (JAD) sessions with business users and the development team to drive out detailed business requirements.
* Proficient in tracing requirements throughout the development process and verifying adherence using Requirements Traceability Matrix (RTM).
* Good knowledge of analyzing the high-level requirements, developing User Stories, Test Plans, writing Test cases, and collaborating with development teams to resolve issues using tools like HP Quality Center.
* Proficient in Test case writing manual/automated and conducting different tests Integration and regression testing, UAT User Acceptance (UAT) Testing.
* Good knowledge of using SharePoint for content management, and to share the information with the groups involved during the project.
* Good knowledge of Microsoft Office applications (Word, Excel, Access, PowerPoint) and MS Project.
* Good understanding of change management using tools like Rational Clear Quest and repository management using Rational Requisite Pro.
* Good knowledge of Test Director to create test plans and associate them with specific requirements.
* Working with UML Use Case diagrams Activity Charts, Activity diagrams, Site-Mapping, Sequence diagrams, Data Flow Diagrams and ER Diagrams using Rational Rose and MS-Visio.
* Very well experienced in Microsoft Office Suite (Word, Excel, and PowerPoint).
* Experience in working with different operating systems like Windows and Linux.
* Effective Team Player with excellent analytical, programming, written, managing team, and verbal communication skills.

**Skills**

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| **Methodologies:** | SDLC, Agile/Scrum, Waterfall. |
| **Reporting Tools:** | MS Project, MS Excel, MS Access, MS SharePoint, PowerPoint. |
| **Documentation:** | FRD, BRD, SRS, FRS. |
| **Analysis** | Cost/benefit analysis, GAP analysis, Risk Analysis, UML, RTM. |
| **Tracking Tools /Other Skills:** | Jira, Test Director, Rational Requisite Pro, MS Visio, HP Quality Center, JAD, UAT, Rational Clear Quest, Rational Rose. |
| **Operating System:** | Windows, Linux , Mac |

**Education**

**Master of Information Technology & Management, Specialization: Management Information System**

Illinois Institute of Technology, Chicago Illinois

**Experience**

**CitiGroup, IL | Aug 2018 - Current**

**Role: Business Analyst**

**Responsibilities:**

* Used Agile with Scrum methodology throughout the project, Involved in weekly and daily bases release management.
* Created templates for (BRD) Business Requirements Document, Functional Requirements Document (FRD), Software Requirements Specification (SRS) and business process mapping documents, the Business Glossary, and Data Dictionary to facilitate the other teams in understanding client business areas.
* Facilitated JAD sessions with the project team, users, and other stakeholders to define the project needs and to reduce the time frame required to complete deliverables.
* Developed and maintained RTM (Requirement Traceability Matrix) and conducted requirements and design walkthroughs with designers, developers, and management staff.
* Performed Gap analysis on the requirements by comparing AS IS and BE processed.
* Interacted with Quality Assurance Analyst to track defects in Rational Clear Quest.
* Generated periodic data reports for reconciliation, reporting using Excel & SQL Joins, views, and procedures & visualize and maintained documents using SharePoint Document management tool to record the progress.
* Worked on MS Project to track project milestones and other deliverables as well as resources roles and responsibilities and organize other project details.
* Actively participated in Ceremonies such as Sprint Planning, Daily Stand up, Sprint Review, and Sprint Retrospective and Product Backlog Refinement. Managed and tracked requirements using Jira.
* Created mock-ups of static and dynamic prototypes of webpages and GUI, visualized process flows, information flow using MS Visio.

**Environment**: Agile, Scrum, BRD, FRD, SRS, JAD, Rational Requisite Pro, Rational Clear Quest, Excel, MS Project, Jira, MS Visio.

**Prop Technology, India | Jan 2017 – May 2018**

**Roles: Business Analyst**

**Responsibilities:**

* Developed business process models of Waterfall to document existing and future business processes.
* Created and organized deliverables utilizing various reporting and requirement management tools i.e., Business Analysis Documentation, Business Requirement Documentation (BRD), Functional Requirement Document (FRD), and Software Requirement Specification (SRS).
* Facilitated JAD Joint Application Development sessions to identify business rules and requirements and then documented them in a format that can be reviewed and understood by both business people and technical people.
* Understand the real end-user needs and analyzing their requirements on different platforms performing a cost-benefit analysis, Impact Analysis, and Risk analysis.
* Set up definitions and processes for test phases including Product test, Integration test, System test, and User Acceptance Test (UAT), also worked with HP Quality Center.
* Created Use cases, activity reports, logical components, and deployment views to extract business process flows and workflows involved in the project. Carried out defect tracking using Rational Clear Quest.
* Responsible for managing the documented System Requirements and Requirements Traceability Matrix using Rational Requisite Pro.
* Participated and actively engaged in project discussions and progress review meetings.
* Used HP Quality Center to review the test cases and defect resolution.
* Developed Functional Specifications and Testing Requirements using Test Director to conform to user needs.
* Analyzed Requirements and created Use Cases, Use Case Diagrams, Activity Diagrams using Rational Rose.

**Environment**: Waterfall, BRD, FRD, SRS, Rational Clear Quest, Rational Rose, JAD, HP Quality Center, UML, Rational Requisite Pro, MS project, Test Director.