

## Ekta Zope

---

Contact no. - +918983107352

Email - [ektazope7@gmail.com](mailto:ektazope7@gmail.com)

LinkedIn - [www.linkedin.com/in/ekta-zope-34a75b126](https://www.linkedin.com/in/ekta-zope-34a75b126)

### **PROFESSIONAL SUMMARY:**

- Practicing Business analysis with good exposure on handling multiple projects in IT Industry. Excellent at stakeholder management, requirement gathering and documentation. Acted as liaison between software and business side to interact with various stakeholders

### **CORE QUALIFICATION**

- Engineering graduate having 1.11 years of experience delivering successful project in IT under agile-scrum and waterfall methodology.
- Analysed, gathered and documented requirement and supported the development team in SDLC.
- Have hands on experience in Business modelling requirements using UML diagrams such as Use cases, Process Flow & Activity sequencing in software tools like MS Visio.
- Created Wireframe to elicit requirement from the stakeholder.
- Experience in designing Screen Mock-ups to capture Business and functional specifications using software tools like Axure, Balsamiq, Invision, Lucidcharts and Adobe XD.
- Excellent written, verbal communication skills and professional presentation skills.

### **KEY SKILLS:**

- **Elicitation techniques:** Story boarding, Interviews, Requirements Workshops, Focus Groups, Observation, Surveys, Prototyping and Brainstorming.
- **Requirements Analysis:** Requirements verification, validation, prioritization, change management, gap analysis, impact analysis.
- **Requirements Modelling:** Flow charts, process models, use case diagram, data flow diagram, ERD, UI mock-ups, personas
- **Documentation techniques:** BRD, FRD, Data Dictionary, Use Case Specifications, User Stories, etc.
- **Interpersonal:** Stakeholder management, guiding the team of developers & testers, negotiation, conflict resolution
- **Communication:** Excellent written, verbal, non-verbal communication, and very good presentation skills

### **TECHNICAL EXPERTISE:**

- Documentation Tool: MS Office (Word, Excel & Power Point)
- Modelling tools: MS Visio 2007
- Prototyping Tool: Axure RP 8, Balsamiq and Adobe XD
- Other Skills: SQL, Python 3.7, Core Java, C, AWS & GitHub (Basics)

### **CERTIFICATION:**

- Certification in Business Analyst Training from COEPD (IIBA Endorse Course), Pune.

### **WORK EXPERIENCE:**

#### **BUSINESS ANALYST, DEFINE LABS, PUNE | OCT 2020- PRESENT**

- Engaged with the different business stakeholders regarding requirement gathering for creating current state document, analysing with the team and creating process flow diagram.
- Facilitates Business analysis discussion session to encourage collaboration for practicing BA knowledge and experience.
- Requirements handling, UML designing, designing prototypes and wireframes using Adobe XD and Balsamiq, Documentation using Google docs and Google sheets.

- Daily SCRUM calls, handling a team of three developers for a live project on NEWS\_APP and outsourced employee project on Creating Payments application, daily follow-ups and reviewing the developed work and giving demo to higher management.
- Handling Game center website development by managing UI/UX developer and delivering changes requested by client on time.
- Listing out the requirements and key features. Assigning daily tasks to developers and maintaining task sheets accordingly.
- Researching on current products in the markets to enhance the developing product features.

**RESEARCH ANALYST, ZIFF DAVIS, PUNE | AUG 2018-OCT 2019**

- Handled International stakeholders. Understanding the market, Identifying and categorizing the right contacts for target market for different services, software and applications.
- Generating confirmed appointments which will be converted into qualified business opportunities for field sales through the knowledge of marketing, branding, communications and consultancy.
- Specialties: Global IT Market Research, Company profiling, Database generation, Competitor Analysis, Newsletter writing, Survey Reports
- **Senior Research Analyst** Conducted meetings with key business users to collect information on business processes and user requirements.
- Maintaining relationships with key clients. Also documented business processes and analysed procedures to align with changing business needs.

**PROFESSIONAL TRAINING:**

- BA Tasks: Enterprise Analysis, Requirement Planning and Management, Requirement Elicitation, Requirement Documentation, Requirement Communication, Solution Validation and Assessment
- Hands on experience with following BA tools:
  - ❖ MS Visio (UML diagram development tool)
  - ❖ Balsamiq Mock Ups (UI Mock Ups tool)
  - ❖ Axure RP 8 ( Wireframing )
  - ❖ Asana & Jira (Project Management)
- Requirement Models like:
  - ❖ Process Models, Use case diagram, Activity diagram, UI Mock Ups
- BA Techniques: Business Analysis Work Plan, Requirement Traceability Matrix.
- BA Methodology: Agile (Scrum), Waterfall.

**EDUCATION:**

Qualification	University/Institute/Board	Year	Marks
B.E (IT)	R.T.M.NAGPUR UNIVERSITY	2013 -2017	CGPA 7.58
Class 12 <sup>th</sup>	Dharampeth MPDeo Memorial Science College	2011- 2013	56.17%
Class 10 <sup>th</sup>	St. Joseph’s convent High school	2010- 2011	87.09%