**Muhamed Stanikz**

Aldie, VA 20105. (Sstanikzai78@gmail.com) (703) 798-0153.

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**Professional Summary**

Accomplished and Results Oriented Sr. Business System Analyst/ Business Analyst with diverse experience in working with various clients, projects and environments in analyzing systems, identifying business requirements, writing system requirements, developing technical specification, use cases, user story, and creating QA documentation including test plans, test cases, gap analysis, risk analysis, requirement traceability matrix and test reports. Strong skills in all aspects of Software Development Life Cycle (SDLC), CMMI best practice, System Development Methodologies and QA Test methodologies, Salesforce (CRM).

**Core Competencies**

* Experience in gathering and analyzing business requirements, identifying functional requirements, translating requirements into specification, documentation, and finding the perfect solution for the business.
* Expertise in facilitating and coordinating Joint Application Development (JAD), Joint Application Requirement (JAR) sessions with exceptional inter-personal and conflict resolving skills.
* Strong knowledge and skills in Agile-SCRUM, Waterfall Development Model, Unified Modeling Language (UML), Software Development Life Cycle (SDLC), Object-Oriented Analysis, Business Process, and Test Lifecycle. Experience working in a SAFe Agile Environment.
* Work extensively with the team to meet the business requirements, create prototypes and analyze workflow.
* Maintain and Review Change Requests (CR) and related documents for the CR.
* Expertise in documenting new product training manuals.
* Excellent organizational, problem-solving, troubleshooting, time management, oral and written communication skills.
* Experience in Salesforce (CRM) environment in various salesforce cloud platform.

**Technical Expertise**

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| Business Modeling Tools/Requirement Management Tools | MS Visio, Drawio, SharePoint, JIRA |
| **Documentation** | BRD, BRS, FRS, SRS, Use Case documentation, product backlog, User Story, Test Plans, Test Cases, Traceability Matrix, Test Summary Report, Risk Analysis, Gap Analysis |
| 508 Compliance Tools | JAWS, WAVE |
| Databases  | SQL Server, SQL, Oracle, SQL Developer, SOQL, SPSS |
| Operating System | Microsoft Windows, UNIX |
| Languages | JAVA, SQL |

**Clearance** Public Trust

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**Certification**

Salesforce Certified Administrator (WI21) Credential ID 21760737

Certified Scrum Master (CSM) SCRUM study ( Targeting success) valid till 2023

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**Education**

Master’s in public administration (MPA) George Mason University May 2018

GPA: 3.7

Bachelor’s in political science, and International Affair George Mason University May 2015

GPA: 3.6

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**Professional Experiences**

**06/2017- Present, CGI, Fairfax, VA**

**Sr. Business Analyst/Scrum Master**

* Conducted effective requirements meetings and user story workshops to get and identify business needs and determine business solution for business needs.
* Conducted Gap Analysis for different vendor systems by analyzing their current state and future state.
* Experience in creating epics, user stories and acceptance criteria in agile environment.
* Refine user stories created by Product Managers and stakeholders and create new user stories as necessary.
* Create acceptance criteria for user stories to define features and expectations for deliverables.
* Function as Scrum Master working with the team to give appropriate estimates on product backlog items, remove impediment, ensuring the team is comfortable and sprints are completed on time. Experience working in a SAFe Agile Environment.
* Facilitated backlog refinement, daily scrums, Sprint planning, Sprint retrospective, Sprint planning review & Sprint demo for Stakeholders.
* Support the Project Manager and Product Manager in maintaining and refining the product backlog.
* Defines detailed stories with applicable acceptance criteria in collaboration with the Product Owners and technology team.
* Analyzes and identify problems, research alternatives, create presentations, test to confirm and implement solutions for defined business processes.
* Assists with product backlog grooming and Sprint Planning.
* Work closely with project owner in backlog management and continuous delivery of features
* Assists the Product Owner with user story prioritization before the sprint planning meeting.
* Performs demos for the stakeholders of new functionality that was created in the current sprint.
* Interacts with business owners, SMEs, and management team to identify the scope and to prepare Business Requirement Documents, Use Cases, User Stories, and Activity Diagrams to further develop Technical Requirements and/or Functional Specifications.
* Provides guidance to project managers, business owners, development team and subject matter experts to resolve the outstanding issues and actions of items that are taken in the review meeting.
* Facilitates defect review meetings involving all stakeholders to review defects, identify the severity and set priorities as per client requirements, ensuring accuracy and conform to deadlines.
* Conducts sprint planning based on new and backlogged requirements.
* Performs task decomposition, delegated tasks and monitored project milestones using HP ALM.
* Captures quality attributes, external/internal constraints for functional/non-functional requirements.
* Participates in the development of training materials for the new technology and organizing User Training.
* Work with Quality Assurance team to review test cases to validate enhancements, updates or bug fixes.

Environment: MS Office, SharePoint, Visio, HP ALM, JIRA, Oracle, SQL server, J2EE, JAVA, SVN, JAWS, WAVE

**01/2015 – 05/2017 First Savings Mortgage Corporation - Bethesda, MD**

**Sr. Business Analyst/Functional analyst**

* Conducted requirements elicitation, author detailed product requirements and design definition and develop use case documentation.
* Worked with product owners, product managers, stakeholders, and scrum team members to collaboratively define end-to-end business process flows; enable the team to develop/ enhance application.
* Prepared Business Requirement Documents and communicated with the client for a sign-off or changes to the documents.
* Broke down business problems into actionable user stories for the development team.
* Prepared Statement of Work (SOW) for the client to sign-off, followed up with clients and PM's if changes were required.
* Conducted analysis on existing legacy system to gather business, functional and non-functional requirements and constraints.
* Performed Gap Analysis of the existing system to identify drawbacks, bottlenecks, and improvements.
* Created and verified user stories and use case specifications with activity and state diagrams.
* Supported software upgrades and installation of projects including: facilitation of meetings, task scheduling, status, issues, escalations and Change Management.
* Wrote SQL queries to extract data from the database for Backend Testing.
* Involved proactively to communicate with the development team regarding the status and potential impacts on the delivery date and/or expected quality of the tasks and/or the projects.
* Helped Clients in UAT to log any issues or help/guide in any testing efforts.
* Facilitated resolution and communication of cross-functional team on issues and decisions.
* Coordinated with end-users to schedule and support User Acceptance Testing (UAT).
* Used Quality Center for bug tracking and reporting, also followed up with the development team to verify bug fixes and update bug status.
* Extensively performed Functional Testing and End-to-End Testing.
* Prepared daily and weekly status report by summarizing activities on the project.

**Environment:** Windows, MS office, JIRA, MS Visio, Quality Center, JIRA, SQL PLUS, Oracle, SQL, .Net

**01/2013 – 12/2014 Aetna- Chantilly, VA**

**Requirement Analyst**

* Involved in gap analysis, assisted in Developing schedules, review testing plans, track and document testing efforts.
* Developed detailed functional and technical requirements from the high-level business requirements.
* Involved in the understanding of functionality and design of different applications based on the Requirement Specification Document.
* Investigated system bugs and Interfaced with developers to resolve technical issues and reporting the bugs to all concerned.
* Investigated requirements and interfaced with developers to resolve issues and reporting the issues to all concerned. Outstanding issues are documented and managed through Quality Center.
* Maintained Requirement Traceably Matrix (RTM) after developing and updating Test Cases.
* Created, Maintained and Executed Manual Test Scripts in Quality Center.
* Worked extensively with SQL queries for database integrity and data validation.
* Used Quality Center as the test repository and used it for executing the test cases and scripts and logging and generated various reports and graphs for further analysis.
* Actively participated in review meetings, walkthroughs, and prepared the defect progress reports during defect meetings.

**Environment**: SQL developer, SQL Server, UNIX, Windows XP, MS Visio

**04/2008 -02/2013** SOSI International, Reston VA
**Project Analyst**

* Effectively and accurately communicated relevant project information to the client and project team.
* Ensured clients’ needs are met in a timely and cost-effective manner.
* Used project scheduling and control tools to monitor projects plans, work hours, budgets and expenditures.
* Involved in conducting UAT sessions to gain user confidence and approval.
* Initiated and maintained the ongoing professional relationships with a variety of business representatives to promote employer service needs.