**Rajesh Kumar**

**Business Analyst**

**SUMMARY**

Phone: 314-441-4073| Email: rajesh@thesoftmail.com | Location: NJ

* Around 4 years of industry experience as a Business Analyst with a good understanding of Business Requirement gathering, Business Analysis, Business Process Modeling.
* Experience in all phases of SDLC like Requirement Analysis, Implementation, and Maintenance and Good experience with Agile/Scrum and Waterfall.
* Familiarity in writing Business Requirement Document (BRD), Functional Requirement Document (FRD), System Requirement Specification (SRS) as per company requirement.
* Knowledge in Business Analysis, Requirement Analysis, Business Process Modeling, and proficient in customizing workflows, activities, and deliverables of existing business practices.
* Good experience in business analysis, gap analysis, cost/benefit analysis, Impact Analysis, risk analysis, testing, development of functional specifications, and project planning.
* knowledge of the Test Director to manage testing and defect life cycles and map requirements to test cases.
* Used Rational ClearQuest for tracking and prioritizing defects and for enhancements after baselining the requirements.
* Proficient in creating and managing Requirement Traceability Matrix (RTM) for tracking and managing changes based on the project's evolving needs.
* Proficient in leading successful JAD sessions for performing gap analysis, deriving functional/non-functional requirements, and document decisions on the future state of the systems and processes.
* Knowledge of creating process documents detailing step by step instructions for project use and SharePoint tasks.
* Knowledge of MS Project to manage deadlines, schedules, analyze project information, and interact with different teams.
* Knowledge of creating dashboards with rich Graphic visualizations, Drill Down and Drop-down menu options, parameterized using Tableau and Power BI.
* Good skills in making Business Presentations, Documentation, and developing Business Reports using Crystal Reports and Technical Specifications.
* Good Knowledge of Creating defect tracking using HP Quality Centre and JIRA and reviewed them in subsequent iterations of the application development process.
* Experience 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 experience using Microsoft Office Suite (Word, Excel, and PowerPoint).
* Experience in testing on multiple operating systems including Linux and Windows.
* Self-motivated, committed, and adaptable to changes and challenges and work effectively in a fast-paced, high volume, deadline-driven environment.

**SKILLS**

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| **Methodologies:** | SDLC, Agile, Waterfall, Scrum |
| **Documentation:** | FRD, BRD, SRS |
| **Reporting Tools:** | MS Project, MS Excel, MS SharePoint, Crystal reports |
| **Visualization Tools:** | Tableau, Power BI |
| **Analysis:** | Cost/benefit analysis, Impact analysis, GAP analysis, Risk Analysis |
| **Tracking / Other Tools:** | Jira, Microsoft Visio, Rational Rose, HP Quality Center, JAD, Rational ClearQuest, Test Director, RTM |
| **Operating System:** | Windows, Linux |

**EDUCATION**

**Dec 2020**

**Master of Science in Information System**

**Pace University, NY**

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**EXPERIENCE**

**Mar 2020**

**Current**

**Unum, NJ**

**Business Analyst**

* Use Agile with Scrum methodology throughout the project, Involved in weekly and daily basis release management.
* Created the BRD, FRD, and SRS Artifacts after gathering input from the business owners and other stakeholders.
* Assisted the project manager in preparing the project schedules, milestone tracking, and resource allocation using MS Project.
* Understand the real end-user needs and analyzing their requirements on different platforms performing a cost-benefit analysis and Risk analysis.
* Involved in Sprint planning meetings to prioritize backlogs for design and development and Also, participated in Sprint review and retrospective meetings to identify gaps in the project and address them in subsequent sprint cycles.
* Worked on analyzing bugs, interacted with the Quality assurance team to fix bugs in Rational ClearQuest.
* Identifying, Documenting, tracking defects through HP Quality Center, and Performing initial triage of issues, and updating and providing status on the defect tracker to higher management.
* Gathered requirements by using interviews, observation, JAD, brainstorming sessions, and document analysis.
* Involved in Daily Meetings and weekly Team Meetings, meetings with the clients, testing team, and project managers.
* Created and administered user, user groups, and scheduled instances for reports in Tableau.
* Created project plans, style sheets, and templates to analyze and estimate feasibility, cost, time, and general guidelines for the project team.
* Preparing Dashboards using calculations, parameters in Tableau.
* Created defect tracking using JIRA and reviewed them in subsequent iterations of the application development process.
* Utilized SharePoint to manage team website for document collaboration, authorizations, and deliverables management.
* Used MS Office extensively (Word, Excel, PowerPoint) for analysis, presentation, and documentation throughout the project.

**Environment**: Agile, Scrum, BRD, FRD, SRS, MS Project, Rational ClearQuest, JAD, Tableau, JIRA, HP Quality Center, SharePoint, MS Office.

**Jan 2016**

**Dec 2018**

**Bitinfocom Technologies, India**

**Business Analyst**

* Worked in a Waterfall environment, with an ability to accommodate and test the newly proposed changes at any point of time during the release.
* Prepared the Business requirement document (BRD) and functional requirement document (FRD) for the enhancement of the existing services.
* Initiated JAD sessions between the end-users and the development team as a part of the requirement elicitation process.
* Documented Functional and Non - Functional Requirements from Business Requirements.
* Created AS-IS and TO-BE business process flow diagrams, integrated process flow diagrams to show end-to-end business model.
* Responsible to perform analysis and present results using SQL, Excel, and Power BI.
* Maintained Requirement Traceability Matrix (RTM) to ensure that all functional requirements are addressed at the use case level as well as the test case level.
* Managed Power BI Portal - Data refreshes / User management and set up gateway data refresh.
* Coordinated with the development and testing team to conduct white-box testing on the new application and database systems using HP Quality Center.
* Developed strategies with the Quality Assurance group to implement Test Cases in Test Director.
* Conducted GAP analysis and Cost/Benefit analysis to analyze the variance between the system capabilities and business requirements.
* Developed several reports in Crystal reports and Excel for end users.
* Prepared graphical depictions of Use Cases, Use Case Diagrams, State Diagrams, Activity Diagrams, Sequence Diagrams, Component-Based Diagrams, and Collateral Diagrams and creation of technical design (UI screen) using Microsoft Visio and Rational Rose.

**Environment**: Waterfall, BRD, FRD, JAD, SQL, Excel, Power BI, RTM, HP Quality Center, Test Director, Crystal reports, Microsoft Visio.