**Aditya Shrivastava**

**Business Analyst**

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**SUMMARY**

* **3+** years of experience in **Business Analysis** and client relationship management, including results - oriented professional experience with good communication, team building, analysis and problem-solving skills.
* Experienced in all phases of the Software Development Life Cycle **(SDLC)**including methodologies like **Agile-Scrum**, **Waterfall, Kanban** and **Requirement Gathering**, **Design, Development**, **Testing** and **Deployment.**
* Proficient in Business Analysis, **Requirements Elicitation**, Requirements Development and delivered Use-Case diagrams, Flow diagrams, Activity diagrams for Systems Engineering.
* Expert in documentation, creating Business Requirements Document (**BRD**), Functional Specification Document (**FSD**), Object Definition Document (**ODD**), Data Migration and Utility documents.
* Strong experience with **MS Visio**for creating visual representation of Software/Data Architecture, Use Case diagrams (specially in an Agile environment), Sequence diagrams, Class diagrams, Business Process Flows and basic flowcharts.
* Experienced in designing CRM, Inventory Management and Employee Management System.
* Experienced in tracing requirements throughout the development process using the **Requirement Traceability Matrix**.
* Extensive experience in the development, **implementation** and **integration** **strategies** within a team-oriented environment.
* Extensive use of rational tools including **Requisite Pro, Rose, ClearCase, ClearQuest** and HP tools like **HP test director (Quality center).**
* Expert in Tracking and Managing the Requirements using Requirement Traceability Matrix (**RTM**) that controls numerous artifacts produced by the teams across the deliverables for a project.
* Exposure to Change Request Management tools like **Clear Quest**.
* Conducting **UAT** and verifying performance, reliability and fault tolerance issues.
* Used **Test Director** to manage testing and defect life cycles, and map requirements to test cases.
* Well-versed with **MS Visio, JIRA, VersionOne** and **MS Project.**
* Possess good communication skills, self-analysis skills, strong self-motivational skills, ability to organize own time and a good level of attention to details.

**EDUCATION**

**MS in Computer Information** **System**

Boston University, Boston, MA

**SKILLS**

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| SDLC, Agile/Scrum, Waterfall, BRD, FRD, JAD, RACI Matrix, HP Quality Centre, Cost/benefit Analysis, GAP analysis, Risk Analysis, Rational Clear Quest, Test Director, HP ALM, Kanban, Requirements Elicitation, RACI Matrix, Pareto Analysis, MS Visio, Tableau, Power BI, Bugzilla, Selenium, Marketo, Sawtooth, A/B Testing, Survey, Interaction Flow Map, UML, MS Visio, Rational Rose, LoadRunner, JIRA, SharePoint, MS Office, MS Project, Windows, Linux |

**EXPERIENCE**

**UnitedHealth Group, MA Jan 2020 – Current**

**Business Analyst**

**Roles & Responsibilities:**

* Responsible for Requirement gathering, Business Process flow, Business Process Modelling and Business Analysis with Document and Records Management.
* Utilized **Agile-Scrum** methodology with **Kanban** visualization to configure and develop processes, standards, and procedures, to employ software development best practices, and hence to provide technical leadership and expertise in organizing entire software development effort, together with the Project Manager.
* Adept with different **Requirement Elicitation** techniques, **JAD** sessions, Document analysis, Reverse engineering, Observation, Role playing, Market Survey, Interview, Brainstorming, Requirement workshop.
* Identified dependencies and documented **functional, non-functional, data and user interface** requirements in **Business Requirements Document** (BRD), and **Systems Requirements Specifications** (SRS) documents.
* Responsible for defining the Business Stories and acceptance criteria for each **Scrum** **Sprint** and leading the scrum meetings. Responsible for project plan creation using **Microsoft Project.**
* Responsible for managing the documented **System Requirements,** and **Requirements Traceability Matrix** using **Rational Requisite Pro**.
* Worked with various teams to identify right source to pull the data points, conducting **JAD**, **Sprint** **retrospective**, story grooming.
* Understood the business requirements and mapped them into functional and technical requirements.
* Analysed and designed the data flow and data modelling using power designer tool.
* Interacting with the developers on resolving the reported bugs and various technical issues.
* Developed deep understanding of business products and process.
* Maintained Requirement Traceability Matrix **RTM** for requirement, design and test validations.
* Used **MS Project** to manage schedules, deadlines and resources and collaborate on the project.
* Assisted the QA team in designing the Test Plan and Test Cases for User Acceptance testing.
* Maintained **Sprint Metrics** Chart on a spread-sheet to record team Performance on Functionality & Quality of the iterative increment for the team to self-assess areas of improvement; a **KPI** for **Sprint Retrospective** meeting.
* Involved in system validation during UAT phase, along with Business line users to make sure that application meets the intended requirements.

**R-Financial, INDIA Sept 2016 – Jul 2018**

**Business Analyst**

**Roles & Responsibilities:**

* The methodology used for these projects was **Agile**and required a deep understanding about **requirement gathering techniques.**
* Provided clear and consistent information about **project status** toboth the internal **IT team**and **Stakeholders.**
* **Gathered business requirements**by participating in **JAD sessions, brainstorming** sessions with **stakeholders**,and **interviewing business users.** Conducted **one to one session**and consulted existing systems documents.
* Conducted **interviews** with clients for the purpose of gathering product requirements and understanding the client workflow.
* Employed UML methodology and thus facilitated the creation of Use Case, Class, Object, Activity, State, Sequence, and Collaboration Diagrams, using **Rational Rose / Rational Software Architect** / **MS Visio.**
* Ideated and presented project deliverables such as **User Flows** and **Concept Designs** to demonstrate new features, dialogs and other visual elements of the project.
* Involved in the overall requirements management and to build the Requirements Traceability Matrix **RTM** using **HP ALM.**
* Performed **GAP analysis**, cost-benefit analysis and feasibility analysis within the triple constraints.
* Took part in QA activities by writing the Test Plan followed by Test Scenarios and Test Cases for the User Acceptance Testing UAT on **JIRA.**
* Ability to work both independently and in cross-functional team environments manages and prioritizes multiple projects, quick learner.
* Facilitated the weekly meetings with the review teams to continuously improve the **QA process** for the application development.
* Performs quality assurance, system integration and user acceptance testing facilitating **on-time, on-budget** and acclaimed “go-live” of enterprise implementations.
* Used **Crystal Reports** application for better delivery of reports.

**It info lab Technologies, INDIA Nov 2015 – Aug 2016**

**Business Analyst**

**Roles & Responsibilities:**

* Utilized the **Waterfall** **methodology** of development for **Requirements, Planning, Design,** and **Deployment.**
* Prepared **BRD,** **FRD**and used**HP Quality Center**to manage, analyse and convert business requirements into functional specifications.
* Created **Raci Matrix** by linking test cases to their corresponding requirements.
* Performed extensive **Gap Analysis** between different client channels identifying the functional gap between **AS-IS** and **TO-BE** processes**.**
* Performed **Load Testing** on the application using the tool **LoadRunner**and monitored the various statistics at database server side.
* Developed and facilitated quality assurance strategies which included **test plans, test cases, user acceptance testing, unit** and **system testing.**
* Involved in **defect tracking** and **bug management** using **Rational Clear Quest.**
* Designed and developed **Use Case Diagrams, Activity Diagrams, Sequence Diagrams** and **Collaboration** **Diagrams** using **Rational Rose**.
* Used **MS Office** extensively (**Word, Excel, Power Point**) for **analysis, presentation and documentation** throughout the **project.**
* Perform ongoing recruiting **risk assessments**, perform root cause analysis of identified issues to define and recommend appropriate process improvements and/or controls.
* Created **project plans, style sheets** and templates to **analyse** and **estimate** **feasibility**, **cost**, **time** and general guidelines for **project team.**
* Managed the project scope and client expectations throughout the project life cycle
* Gather requirements by conducting interviews and **meetings** with all the teams.