



## Neera Nayal

### Senior Business Analyst

"I have 8+ years of experience in the area of business analysis to help build innovative products/ services to achieve business goals by delighting users and audiences."



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Location : Delhi

### Daily Routine:

"To turn every stumbling block into a milestone"

### Professional Skills

#### Requirement Elicitation

- User Interviews
- Workshop
- Prototyping
- Survey
- Competitive Analysis

#### Requirement Analysis Skills

- Requirement Gathering and Analysis
- System Design
- UAT
- Monitoring Feedback

#### Project Management Skills

- Scrum Agile Methodology
- Coordinating with team, client and other stakeholders
- Creating Project Plan
- Assigning and follow up on tasks

#### Key Deliverables

- Customer Journey
- User Scenarios
- BRD & FRD
- User Stories
- User Flow Design
- Task Flow
- Lo-Fi & Hi-Fi Wireframes

### Tools

#### Project Management:

- JIRA
- Redmine

### Work Experience

#### Business Analyst

##### Duration:

May 6 2019 – till date

##### Company:

G-cube, Noida.

##### Responsibilities:

- Conducted & managed weekly, and bi-weekly agile sprints with teams sizes over 6.
- Used Scrum Agile Methodology in my work (Daily Scrum Meeting, Planning, Sprint Backlog, 1on1 meeting)
- Gather product requirements from internal stakeholders for introducing new features and from external stakeholders for customizations in the product.
- Implement strategies for gathering, reviewing and analyzing data requirements.
- Prioritize requirements and create conceptual prototypes and mock-ups.
- Apply best practices for effective communication and problem-solving.
- Doing internal functional reviews and conducting UAT for the client.

#### Senior Business Analyst

##### Duration:

Aug 1 2016 – May 3 2019

##### Company:

FINOIT Technologies Pvt. Ltd., Noida.

##### Responsibilities:

- Information architect of digital solutions, web, mobile, apps:
  - Requirement analysis and information architecture
  - Communication and creative strategy support
  - Benchmark and competitive reviews
  - Information design, modeling and prototyping
- Gather project requirements from business, understand and define project scope.

- Trello
- ClickUp

#### **Documentation:**

- MS Office 2016 (Word, Powerpoint, and Excel)
- Google Docs/Sheets/Presentation

#### **Survey:**

- SurveyMonkey
- Google Forms

#### **Prototyping & Flow Chart:**

- Axure 8.0
- MS Visio 2016
- Marvel App

#### **Data Extraction & Analysis:**

- SQL
- Advance Microsoft Excel

## **Education**

#### **Professional Qualification:**

- **2012:** MBA in Finance & IT (1st Class) from Army Institute of Management and Technology affiliated to GGSIP University, Delhi

#### **Educational Qualification:**

- **2009:** B.Sc. in Maths, Physics & Computer Science from Modi College affiliated to Punjabi University, Patiala
- **2006 & 2004:** HSC and SSC from Kendriya Vidyalaya, Patiala (CBSE Board)

- Define phases of project, aligning different teams, ensure that project adheres to defined timelines, scheduling and chairing project calls etc.
- Creating Requirement Document, Project Charter, Project status reports etc.
- Participate in exhibitions and demonstrations of products.
- Manipulate large amounts of data and integrate diverse data sources into solutions.
- Performing Primary and Secondary research and writing research reports for custom consulting projects.

### **Senior Associate Business Analyst**

#### **Duration:**

March 3 2014 - May 27 2016

#### **Company:**

Provana India Private Limited, Noida

#### **Responsibilities:**

- Project Kickoff / Inception: Understanding stakeholder expectations, business goals and facilitating the discussions.
- Project Roadmap: Guide the product vision, recommend value propositions, and manage project releases. Track milestones aligned with stakeholder priorities
- Release Planning: Product goal setting, analysis, release planning, implementation, and delivery phases.
- Continuous collaboration with Product Owners, Stakeholders, Developers and UX Teams.
- Conduct Iteration Planning Meetings to formalize the user stories to be delivered in iteration.
- Monitoring the team velocity, working on creating burn-up charts, and planning the stories to be accomplished in future iterations.
- Facilitate daily scrum meetings to monitor the progress of deliverables.
- SQL queries to generate reports.
- Visio to create Use cases and DFDs.

### **Analyst**

#### **Duration:**

December 31 2012 - December 24 2013

#### **Company:**

KPMG, Gurgaon

#### **Responsibilities:**

- Performing Primary and Secondary research and writing research reports for custom consulting projects.
- Perform remote audit for clients.
- Help client in process-reengineering for performance improvement.
- Identify resources and tools needed to make the process successful and efficient, considering all the organizational factors.

## Key Projects

### Learning Management System

**Duration:**

May 2019 – till Date

**Company: G-Cube****Web and Mobile App:**

<https://www.gc-solutions.net/products/index.html>

**My Role:**

Business Analyst

**Description:**

It's a solution to aid learning and learning management - while providing tactical information, relevant social interactions and easier accessibility.

**My Responsibilities:**

- Created and maintained project tasks and schedules.
- Analyse requirements from internal and external stakeholders, prepare information architecture, define project scope, prepare documentation and prototypes/mockups.
- Entering agile team user stories into the tracking tool
- Planning and Facilitating review, retrospective and task planning activities.
- Coordinating with the team for product testing.
- Reporting to client and management.
- Collaborated with other members of the product development team.

### FieldStar

**Duration:**

November 2016 – November 2017

**Company: Finoit Technologies****Web and Mobile App:**

<https://www.fieldstar.co/>

**My Role:**

Business Analyst

**Description:**

It's an all-in-one solution to automate field service and all associated departments by building streamlined and transparent processes, create unified communication, reduce human efforts and errors; leading to better performance and customer satisfaction.

**My Responsibilities:**

- Identify problems and formulate alternative solutions
- Analyse client requirements, prepare information architecture, define project scope, prepare documentation and prototypes.
- Taking meeting sessions and managing change orders.
- Coordinating with the team for product testing.
- Reporting to client and management.

### Synaptech Medsoft

**Duration:**

August 2016 – December 2016

**Company: Finoit Technologies****Web App:**

<https://www.synaptechmedsoft.co.in/products.html>

**My Role:**

Business Analyst

**Description:**

Patient Reminder System is a simple automated tool which generates a list of reminders which can be customised to be sent on a schedule as per the practice protocols.

**My Responsibilities:**

- Analyse client requirements, prepare information architecture, define project scope, prepare documentation and prototypes.
- Taking meeting sessions and managing change orders.
- Coordinating with the team for product testing.
- Reporting to client and management.

### Integrated Performance Audit and Compliance Software

**Duration:**

March 2014 – January 2015

**Company: Provana India Pvt Ltd****Web App:****Description:**

This is a solution for audit and compliance purposes which is helpful in keeping track of the various processes used in an organization, keeping their change versions and tracking the employee training and performance.

**My Responsibilities:**

<https://www.provanallc.com/solutions/ipacs-compliance-software/>

**My Role:**

Business Analyst

- Work with product owners, Architects, delivery and testing team
- Define configuration specifications and business analysis requirements
- Perform quality assurance
- Define reporting and alerting requirements
- Report on common sources of technical issues or questions and make recommendations to product team
- Communicate key insights and findings to product team
- Analyze data to draw business-relevant conclusions and in data visualization techniques and tools
- Constantly be on the lookout for ways to improve monitoring, discover issues and deliver better value to the customer

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**DECLARATION**

I declare that the information given above is true to the best of my knowledge and belief.

Date:

**Neera Nayal**

Place: