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Pratik Mankar

**Business Analyst**

## Phone: (601)-392-0657| Email:  pratik@cvinboxs.com | Location: MD

**Summary**

* **4+ years** of experience as a **Business Analyst** with a good understanding of Business Requirements Gathering and Translating Requirements into Specifications.
* Experience working in all phases of Software Development Life Cycle (**SDLC**) using methodologies like **Waterfall** and

## Agile/Scrum.

* Good business document writing skills including Business requirements document (**BRD**), Use Cases, Functional Requirements Document (**FRD**), and **SRS**.
* Good experience in **business analysis**, **gap analysis**, **cost**/**benefit analysis**, **Impact Analysis**, **risk analysis**, **testing**, development of **functional specifications**, and **project planning**.
* Proficient in conducting Joint Application Development (**JAD**) sessions with project sponsors, **SMEs**, end-users, development, and testing team to understand business needs and facilitate documentation of business requirements and product backlogs.
* Involved in the complete lifecycle from requirement gathering, data modeling - scripting, developing, and testing dashboards using **Tableau**.
* Implemented systems that are highly available, scalable and self - healing on the **AWS platform**.
* Knowledge of defining the Business Stories and acceptance criteria for each **scrum sprint** and leading the **scrum**

meetings.

* Implement business process models, write acceptance criteria, and design user interface UX Design process for enterprise applications on **AWS**.
* Performed **GAP analysis** and documented the existing **AS**-**IS process** in comparison to the required **TO**-**BE process**.
* Proficient in analyzing documents like project plans, business cases, and scope documents.
* Track and maintain Stakeholder requested enhancements and changes using **SharePoint**.
* Proficient in creating and managing Requirement Traceability Matrix (**RTM**) for tracking and managing changes based on the project's evolving needs.
* Good knowledge of defect tracking using **Rational Clear Quest**.
* Good knowledge of **Test Director** to manage testing and defect life cycles and map requirements to test cases.
* Knowledge in leading industry tools like **JIRA**, **MS Office**, and **MS Project** to develop various project deliverables.
* Good **SQL** reporting skills with the ability to create **SQL views** and write **SQL queries**.
* Knowledge in creating **UML diagrams** like **Activity Diagram**, **Sequence Diagram**, **Data Flow Diagram**, and **Wireframe Prototyping** using **MS Visio** and **Rational Rose**.
* Very well experience using **Microsoft Office Suite** (**Word**, **Excel**, and **PowerPoint**).
* Experience in testing on multiple **operating systems** including **Linux** and **Windows**.
* Good communication and presentation skills with experience in the development, implementation, and integration of strategies within a team-oriented environment.

# Education

## Master of Science in Information System

University of Maryland, Baltimore County, Baltimore, MD

# Skills

SDLC, Agile/Scrum, Waterfall, BRD, SRS, FRD, JAD, RTM, HP Quality Centre, Cost/benefit Analysis, Impact Analysis, GAP analysis, Rational Clear Quest, AWS, ASG, ELB, S3, EC2, IAM, UML, MS Visio, Rational Rose, JIRA, Tableau, SQL, SharePoint, MS Office, MS Project, Test Director, Windows, Linux

# Experience

## Liberty Mutual Insurance, MD | Sep 2019 - Current Role: Business Analyst

**Responsibilities:**

* Followed **Agile**/ **Scrum** process - Involved in Sprint Planning/ Showcases/ Stand-ups and walkthroughs.
* Created the **BRD**, **FRD**, and **SRS** Artifacts after gathering input from the business owners and other stakeholders.
* Worked with **SMEs** to gather functional requirements and application features and document the specifications.
* Participated in **Sprint Planning** and **Sprint review meetings** for Finalizing the **Sprint Backlogs** and Verifying the sprint outputs respectively.
* Utilized **SharePoint** to manage team website for document collaboration, authorizations, and deliverables management.
* **Tableau Reports** development estimations, development in iterative sprints, and deployed reports on an agreed timeline.
* Worked with the Technical Amazon Web Services (**AWS**) team in defining Automatic Scaling Groups (**ASG**), Security Groups (**Firewall**), Elastic Load Balancer (**ELB**) placement, and Identity and Access Management (**IAM**) definitions
* Conducted **Gap Analysis** as well as captured and documented process improvement to find possible bottlenecks.
* Conducted Daily **Scrum meeting**, **Planning Sessions**, **Backlog updates**, **User Stories updates**, **Continuous Integration**, **Continuous Testing**.
* Assisted the project managers with the development of project schedules using **MS Project**.
* Maintained and kept track of stakeholder's requests for enhancements and changes using **Rational Clear Quest**.
* Identified the “**AS** - **IS**” process and the associated problems along with the “**TO**-**BE**” improved process.
* Responsible to create sub-tasks in **JIRA** for each User story during the **Sprint Planning** sessions and assign sub-tasks to the developers.
* Executed **SQL Queries** to provide the testers with sample test data.
* Developed and maintained **RTM** (Requirement Traceability Matrix) and conducted requirements and design walkthroughs with designers, developers, and management staff.
* Responsible for drawing **data flow diagrams** and **process flow diagrams** using **MS Visio**.

**Environment**: Agile, Scrum, BRD, FRD, SRS, AWS, SharePoint, Tableau, MS Project, Rational Clear Quest, JIRA, MS Visio, RTM, SQL.

## Bitinfocom Technologies, India | July 2015 - July 2018 Role: Business Analyst

**Responsibilities:**

* Utilized the **Waterfall methodology** of development for Requirements, Planning, Design, and Deployment.
* Analyzed Requirements and created a Business Requirements Document (**BRD**), Functional Requirement Document (**FRD**), and **Use Case Specifications**.
* Facilitated **JAD** sessions to develop an architectural solution that the application meets business requirements, resolve open issues, and change requests.
* Involved in configuring **EC2 server**, **IAM**, and **S3** in **AWS** (Amazon Web Services).
* Employed Triage decision-making in classifying the defects based on their priority and severity, using **HP Quality Center**.
* Performed **GAP analysis** on existing applications to produce a functional specification document.
* Conducted the **sprint**-**planning meeting**, **daily scrum meeting**, **sprint review meeting**, and **sprint retrospective**.
* Prepared test cases for **Navigational testing**, **Functionality testing under load**, and **GUI testing** using **Test Director**.
* Created action filters, parameters, and calculated sets for preparing dashboards and worksheets in **Tableau**.
* Used Business Artifacts to analyze the **Functional** and **Non**-**Functional Requirements** from previous year's performance reports.
* Conducted a pre-planning meeting with the product owner to translate the requirements into an initial set of user stories.
* Used **MS Office** extensively (**Word**, **Excel**, **Visio**, **PowerPoint**, **Outlook**) for analysis, presentation, and documentation throughout the project.
* Working with customer business users to gather and elaborate requirements, understand business objectives and infrastructure changes.
* Prepared monthly Status Reports for Enhancement Requests to the project team that was used inefficient tracking and monitoring of open issues of the project.
* Preparing **Use Case Diagrams** to swim lane, State Diagrams, Activity Diagrams, Sequence Diagrams, Component Diagrams, and Collateral Diagrams using **Microsoft Visio**.

**Environment**: Waterfall, BRD, FRD, JAD, AWS, HP Quality Center, Tableau, GAP analysis, MS Office, Test Director Microsoft Visio.