**Ronak Mhatre**

**Phone: (513) 453-4716**

**Email: ronak@cvemail.com**

**Location: IL**

**Business Analyst**

**Summary**

* Over 3+ years of professional experience as a Business Analyst with expertise in transforming business process requirements into Functional Requirements, Functional Specifications, Business Process Mapping, and Modeling.
* Good working with different SDLC methodologies like Agile/SCRUM and Waterfall.
* Proficient in documenting System Requirement Specifications (SRS), Business requirements document BRD, Functional Requirements Document (FRD) using Rational Requisite PRO.
* Proficient in creating and managing Requirement Traceability Matrix (RTM) for tracking and managing changes based on the project's evolving needs.
* Good knowledge of project life cycle, project management processes, principals, knowledge areas, and various project management tools MS Project.
* Proficient in Business Requirement gathering, Business Process flow, Business Process Modeling (BPM), Process Redesign, Business Process Reengineering, Business.
* 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.
* Proficient in analyzing documents like project plans, business cases and scope documents.
* Working on Business Requirements Elicitation, Process Modeling, Cost/benefit analysis, GAP analysis, Risk Analysis, and development of Functional Specifications.
* Proficient in creating and transforming business requirements into functional requirements and designing business models using UML diagrams - Context, Use Case, Sequence, Activity diagrams using MS Visio and Rational Rose.
* Knowledge of conducting a pre-planning meeting with the product owner to translate the requirements into an initial set of user stories.
* Good knowledge of Using the Test Director to create test plans and associate them with specific requirements.
* Proficient in project management functions for a customer migration of workflows from Live Link Microsoft Office SharePoint Server environment.
* Good knowledge of using HP Quality Center and JIRA and reviewed them in subsequent iterations of the application development process.
* Proficient in creating and managing Requirement Traceability Matrix (RTM) for tracking and managing changes based on the project's evolving needs.
* Proficient in Microsoft Office applications (Word, Excel, PowerPoint).
* Strong communicator and problem-solver skilled at analyzing/eliciting business needs and transforming them into technical designs, applying technical skills and business knowledge to achieve sound results.

**Education**

**Bachelor’s in Information Technology / Engineering**

DePaul University, IL

**Skills**

|  |  |
| --- | --- |
| **Methodologies:** | SDLC, Agile/Scrum, Waterfall |
| **Reporting Tools:** | MS Project, MS Excel, MS SharePoint, PowerPoint |
| **Documentation:** | FRD, BRD, SRS |
| **Analysis** | Cost/benefit analysis, GAP analysis, Risk Analysis, RTM |
| **Tracking / Other Tools:** | Jira, Test Director, Rational Requisite PRO, MS Visio, HP Quality Center, JAD, Rational Rose |
| **Operating System:** | Windows, Linux |

**Experience**

**AmerisourceBergen, IL | Aug 2019 - Current**

**Roles: Business Analyst**

**Responsibilities:**

* Assigned tasks among the development team, monitored, and tracked the progress of the project following Agile methodology.
* Involved in Joint Application Development (JAD) sessions with SMEs and development teams and documented functional business requirements as product backlogs using JIRA.
* Developed User Stories, Business Requirement Document (BRD), and Functional Requirement Document (FRD).
* Created detailed Use Cases, Use Case diagrams, Workflow, Wireframes, SRS template to support the SRS document.
* Created and development of key documents such as Gap Analysis, Impact Analysis, and Requirements documents.
* Involved in project scope meetings with the product owners Directors of Settlements Divisions to understand the settlement workflow and the systems involved.
* Used HP Quality Center to review the test cases and defect resolution.
* Developed, maintained, and published project plan & scheduled project deliverables using MS Project.
* Created use-case scenarios and storyboards in MS Word and MS PowerPoint for better visualization of the application and managed them using Rational Requisite Pro.
* Utilized SharePoint to manage team website for document collaboration, authorizations, and deliverables management.
* Created workflow diagrams and initial screen designs to support the requirement gathering process in MS Visio.
* Created project Need Analysis Documents through JAD sessions and documented the requirements using MS Word.
* Preparing Weekly and Monthly Project Reports and MoMs (Minutes of Meeting).

**Environment:** Agile, JAD, JIRA, BRD, FRD, SRS, HP Quality Center, MS Word, MS PowerPoint, Rational Requisite Pro, SharePoint, MS Visio, MS Project.

**AbbVie, IL| Jan 2018 – July 2018**

**Roles: Business Analyst**

**Responsibilities:**

* Worked on Waterfall methodology and created a Business Requirements Document and System Requirements Specification Document.
* Developed Functional Specifications and Testing Requirements using Test Director to conform to user needs.
* Created and organized deliverables utilizing various reporting and requirement management tools i.e., Business Analysis Documentation, Business Requirement Documentation (BRD), Functional Requirement Document (FRD), System Requirement Specification (SRS).
* Prepared test Scenarios and Test cases in HP Quality Center and involved in unit testing of mappings, system testing.
* Conducted Project status meetings to apprise the product owners and other stakeholders about the project's progress and roadmap.
* Conducted scope review meeting followed by scope decomposition to be reviewed by the technical project stakeholders.
* Developed UML Use Cases using Rational Rose and developed a detailed project plan with emphasis on deliverables.
* Conducted JAD sessions, which helped synchronize the different stakeholders on their objectives and helped the developers to have a clear-cut picture of the project.
* Prepared system requirement specifications (SRS), traceability matrix (RTM), and testing strategy.
* Documented, organized, and tracked the requirements using Rational Requisite Pro.

**Environment:** SDLC, Waterfall, Rational Rose, BRD, FRD, SRS, SharePoint, HP Quality Center, JAD, RTM, Rational Requisite Pro.