**Anuj Gilbile**

**Business Analyst**

CA

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 **SUMMARY**

* 3+ years of experience as a Business Analyst with a good understanding of Business Requirements Gathering and Translating Requirements into Specifications.
* Proficient in all phases of the Software Development Life Cycle (SDLC) using methodologies like Agile/Scrum and Waterfall.
* Proficient in documenting existing processes, analyzing business requirements, creating Business Requirements Documents (BRD), Functional Requirement Document (FRD), System Requirement Specification (SRS), and Requirement Traceability Matrix (RTM).
* Proficient in developing and imparting pre-and post-implementation training, conducting GAP Analysis, Impact Analysis, Cost/Benefit Analysis, and ROI analysis.
* Good knowledge of sprint planning sessions, backlog grooming, sizing, spring retrospectives and reviews, daily stand-ups, user stories, and acceptance criteria.
* Good knowledge of SharePoint for content management, and to share the information with the groups involved during the project.
* Proficient in leading successful JAD sessions for performing deriving functional and non-functional requirements and document decisions on the future state of the systems and processes.
* Knowledge of managing reporting, analysis, and decision-making for a change request using tools like Rational Clear Quest and Excel.
* Good knowledge of Test Director to manage testing and defect life cycles and map requirements to test cases.
* Proficient in prototyping documents, models, and attributes for consistency, completeness, and risk minimization.
* Proficient in coordinating activities with the project manager and various other teams using MS Project.
* Proficient in Requirements Traceability Matrix (RTM) and conducting reviews at Release Implementation.
* Good Knowledge of Creating defect tracking using HP Quality Center 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.
* Experience in multiple operating systems including Linux, and Windows.
* Effective team collaboration and strong communication skills- written and verbal, passionate about learning new tools and technology and implementing them.

**SKILLS**

**EDUCATION**

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| **Methodologies:** | SDLC, Agile/Scrum, Waterfall |
| **Documentation:** | FRD, BRD, SRS |
| **Reporting Tools:** | MS Project, MS Excel, MS SharePoint |
| **Analysis:** | Cost/benefit analysis, Impact analysis, GAP analysis, Risk Analysis |
| **Tracking / Other Skills:** | Jira, Microsoft Visio, Rational Rose, HP Quality Centre, JAD, Rational Clear Quest, Test Director, RTM |
| **Operating System:** | Windows, Linux |

**Master of Science in Information Technology Management, Business Analytics**

Golden Gate University, San Francisco, CA

**EXPERIENCE**

**Syneos Health, CA | Apr 2020 - Current**

**Role: Business Analyst**

**Responsibilities:**

* Worked Agile methodology and created a Business Requirements Document and System Requirements Specification Document.
* Documenting and maintaining functional requirements Document (FRD), business requirements Document (BRD), Software Requirement Specifications (SRS), custom workflows, product enhancements.
* Understand the real end-user needs and analyzing their requirements on different platforms performing a cost-benefit analysis, Impact Analysis, and Risk analysis.
* Utilized SharePoint to manage team website for document collaboration, authorizations, and deliverables management.
* facilitated Joint Application Development (JAD) for Requirement Elicitation and maintaining requirements from Inception through Construction phase.
* Performed Good Gap Analysis between different client channels identifying the functional gap between AS-IS and TO-BE processes.
* Maintained Requirement traceability matrix (RTM) between requirements and test cases using HP Quality Center.
* Responsible for defining the Business Stories and acceptance criteria for each Scrum Sprint and leading the Scrum Meetings and responsible for project plan creation using MS project.
* Created defect tracking using JIRA and reviewed them in subsequent iterations of the application development process.
* Customized the application with defect tracking tool Test Director and logged all the defects with screenshots and Linked the requirements with the defects and test cases for better traceability.

**Environment**: Agile, BRD, FRD, SRS, SharePoint, JAD, MS project, RTM, HP Quality Center, JIRA, Test Director.

**Bitinfocom Technologies, India | Aug 2016 - Dec 2018**

**Role: Business Analyst**

**Responsibilities:**

* Developed business process models of Waterfall to document existing and future business processes.
* Conducted JAD sessions with management, SME, vendors, users, and other stakeholders for open and pending issues.
* Prepared and presented Business Requirement Document (BRD), System Requirement Specification (SRS), and Functional Requirement Document (FRD).
* Developed strategies with the Quality Assurance group to implement Test Cases in Test Director.
* Employed Rational Clear Quest for effective Change Management and bug tracking during the testing lifecycle.
* Maintained the requirement Traceability matrices (RTM) to track the coverage of Requirements vs designed test cases.
* Involved in Daily Meetings and weekly Team Meetings, meetings with the clients, testing team, and project managers.
* Prepared monthly Status Reports for Enhancement Requests to the project team that was used inefficient tracking and monitoring of open issues of the project.
* Involved in reviewing/reporting, tracking, & maintaining Defects with a high level of detail, accuracy, and informative recreation steps using HP Quality Center.
* Used MS Office extensively (Word, Excel, PowerPoint) for analysis, presentation, and documentation throughout the project.
* Identified all necessary Business and System narrative Use Cases from requirements, created UML diagrams including Use Case Diagrams, Activity Diagrams, and Sequence Diagrams using Microsoft Visio.

**Environment**: Waterfall, JAD, Test Director, Rational Clear Quest, Microsoft Visio, RTM, HP Quality Center, MS Office.