**Shubham Tripathi**

**8595810028**

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**Summary:**

Overall 6 years of experience and As Business Analyst with around 4 years of experience with ability to collect, organize, analyse and disseminate information with diligence and accuracy. Proven history in technical specifications, requirements gathering and differentiate functional and non-functional requirements, analysis, production of BRD, FRD requirement traceability matrix and testing documents. Strong SDLC understanding. Ability to work in challenging, high volume work environment. Experience with both Agile and Waterfall methodology. Experience spans from variety of applications in variety of domains like online trading. A highly motivated individual with excellent communication, who is willing to add value to the team through thinking outside the box, analytical reasoning, effective oral and written communication and passion to learn new technologies.

**Skills:**

* Requirements Gathering
* Product Backlog Management
* Sprint Planning Management
* Stakeholder Management
* Business Process Improvements
* Business Requirements Documents
* High Level and Low-Level Diagrams
* Functional Requirement
* Good Communication and Leadership skills

**Technical Skills:**

* Microsoft Suite: Word, PowerPoint, Excel, Outlook.
* JIRA
* Draw.io
* Lucid charts
* Knowledge of SQL
* Specialized myself in Human Resource Management System (Vendor Management System and Applicant Tracking System) Domain.
* Executed and implemented Agile Methodology (Scrum, User story, Kanban, Sprint etc.)
* Experience in business analyst, Software Development, maintenance, Deployment and Business Analyst Profile.

**Documents Prepared for Project:**

* Requirement Elicitation and Gathering Documents
* RFI and RFP Documents
* Scope Management
* User Story
* Wireframe, Diagrams and Prototypes
* Retrospective documents
* Use Case Documents
* Test Cases and Scenarios Documents.
* Functional Requirement Document and System Requirement Document

**Certificates:**

Jira Administration with Jira From Mindlusters (Certificate no. 17957692601)

Mastering Microsoft Power BI (Certificate no. 5c66a4ec)

Business Analytics with Excel From Simplilearn

**Work Experience:**

**iTech Enterprises**

**Asst. Manager (Business Analyst)**

**Roles & Responsibility July 2024 – Present**

* Working with cross-functional teams to resolve business process issues and identify business process improvement opportunities.
* Assisting manager and team handling worked with Cross functional teams.
* Interact with the client, stakeholders and end user to gather data for requirement analysis.
* Conduct and schedule meetings with the stakeholders and for organization’s own scrum team.
* Facilitating Agile processes & ensuring team productivity.
* Conducting Gap Analysis, Scope definition using techniques like use case diagrams, Context Diagram,
* Works with Stakeholders and project team to prioritize collected requirements
* Developed comprehensive business proposals for project initiation, ensuring alignment with client needs and organizational objectives.
* Requirement gathering, Requirement elicitation using techniques such as Brainstorming, prototype, workshop & focus group.
* Assisted established management staff with operational oversight, business development and process improvement strategies.
* Ensuring communication with all stakeholders and bridging the gap between management, developers, and stakeholders.
* Experience developing detailed functional specs through Joint Application Development (JAD) sessions, requirements workshops, prototyping, document analysis, interviews, onsite meetings with business users and development team.
* Developed interactive Power BI dashboards to visualize key business metrics and trends.
* Extracted, transformed, and loaded (ETL) data from multiple sources for business reporting and analysis.
* Implemented data modeling and DAX calculations to enhance report accuracy and insights.
* Led and participated in Stand-up Meetings and Scrum Meetings/Ceremonies daily via MS teams.
* Took several grooming sessions with developing and testing teams.
* Experience in creating and managing JIRA Kanban board. Daily JIRA ticket updates as per active sprints.
* Prepared Business Requirements Documents, Functional Requirement Documents, Test cases, User stories in terms of module/feature explanation. Assisted senior BA in creating FRD.
* Expertise in creating flow diagrams, wireframes based on requirements and user acceptance by client.
* Hands on experience in Manual Testing. Performed manual testing with QA team.
* Participated in team-building activities to enhance working relationships.
* Improved operations through consistent hard work and dedication.
* Conducted research, gathered information from multiple sources and presented results.

**Lancesoft**

**Asst. Team Lead (Business Analyst) June 2021 – July 2024**

* Working with cross-functional teams to resolve business process issues and identify business process improvement opportunities.
* Interact with the client, stakeholders and end user to gather data for requirement analysis.
* Conduct and schedule meetings with the stakeholders and for organization’s own scrum team.
* Conducting Gap Analysis, Scope definition using techniques like use case diagrams, Context Diagram.
* Works with Stakeholders and project team to prioritize collected requirements
* Developed comprehensive business proposals for project initiation, ensuring alignment with client needs and organizational objectives.
* Collaborated with cross-functional teams (sales, marketing, and product) to gather input and craft tailored proposals for new business opportunities.
* Extracted, transformed, and loaded (ETL) data from multiple sources for business reporting and analysis.
* Developed interactive Power BI dashboards to visualize key business metrics and trends.
* Integrated Power BI with SQL, Excel, and other data sources for seamless data analysis.
* Requirement gathering, Requirement elicitation using techniques such as Brainstorming, prototype, workshop & focus group.
* Assisted established management staff with operational oversight, business development and process improvement strategies.
* Ensuring communication with all stakeholders and bridging the gap between management, developers, and stakeholders.
* Prepared comprehensive RFP/RFI responses for presales, ensuring alignment with client requirements.
* Developed tailored business proposals and executive summaries for high-value deals.
* Experience developing detailed functional specs through Joint Application Development (JAD) sessions, requirements workshops, prototyping, document analysis, interviews, onsite meetings with business users and development team.
* Led and participated in Stand-up Meetings and Scrum Meetings/Ceremonies daily via MS teams.
* Took several grooming sessions with developing and testing teams.
* Experience in creating and managing JIRA Kanban board. Daily JIRA ticket updates as per active sprints.
* Prepared Business Requirements Documents, Functional Requirement Documents, Test cases, User stories in terms of module/feature explanation. Assisted senior BA in creating FRD.
* Expertise in creating flow diagrams, wireframes based on requirements and user acceptance by client.
* Intensively working and daily interacting with Support team/client discussing and resolving any escalations or issues that they encounter.
* Hands on experience in Manual Testing. Performed manual testing with QA team.

**Other Experience**

**IDC Technologies**

**US IT Recruiter**

**Roles & Responsibility Sep 2019 – June 2021**

**RBT Technologies**

**US IT Recruiter**

**Roles & Responsibilities Aug 2018- Sep 2019**

**Education details:**

* B.Tech in Mechanical Engineering from IIMT College of Engineering, GR. Noida 2018
* Class XII From CBSE Board Delhi 2014

**Declaration:**

* I declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned.

Date: Signature -

Shubham Tripathi