

# SAMIA RAZA

## BUSINESS ANALYST

### CONTACT



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Arizona

### PROFESSIONAL SKILLS

#### Methodologies:

SDLC, Agile/Scrum, Waterfall

#### Reporting Tools:

MS Project, MS Excel, MS SharePoint,

#### Documentation:

FRD, BRD, SRS

#### Analysis:

Cost/benefit analysis, GAP analysis,  
Risk Analysis, RTM

#### Tracking / Other Tools:

SQL, Jira, Rational Requisite PRO, MS  
Visio, HP Quality Center, JAD

#### Operating System:

Windows, Linux

### EDUCATION

#### Bachelor's in General Liberal Arts

California State University,  
Northridge, Los Angeles, CA



## SUMMARY

- 4+ years of professional experience as a Business Analyst with experience in transforming business process requirements into Functional Requirements, Functional Specifications, Business Process Mapping and Modeling.
- Working knowledge of SDLC Methodologies like, Agile/Scrum and Waterfall.
- Proven knowledge of business document writing skills including Business requirements document BRD, Use Cases, Functional Requirements Document FRD and System Requirements Specifications (SRS).
- Good knowledge of Creating defect tracking using HP Quality Center and JIRA and subsequent iterations of the application development process.
- Experience in using different UML diagrams such as Use case diagram, sequence diagrams, and activity diagrams using MS Visio.
- Proficient in a broad range of technologies, including business process tools such as MS Project, MS Excel, MS Access, MS PowerPoint and MS SharePoint.
- Capable in using Rational Requisite Pro that provided appropriate scope of work for technical team to develop prototype and overall system.
- Working with different Requirement Elicitation techniques like, JAD sessions, Prototyping, Observation, Interview, Brainstorming, Requirement workshop.



## EXPERIENCE

### BUSINESS ANALYST

Humana, AZ

Jan 2019 - Present

- Worked on through agile methodology by dividing the application into iterations and acted as the Scrum Master in each iteration throughout the SDLC.
- Documented and managed requirements traceability matrix (RTM) for project review purpose and to ensure that the business requirements are met.
- Used SharePoint to document project processes and procedures, communicate requirement and version control them.
- Created detailed test plans and testing strategies and ensure these are executed extensively, which includes executing SQL queries to retrieve data and test.
- Involved in Joint Application Development (RTM) sessions with SMEs and development teams and documented functional business requirements as product backlogs using JIRA.
- Created and maintained a project schedule using MS Project showing all target dates for deliverables.
- Creation and development of key documents such as Cost/benefit analysis, GAP analysis, Risk Analysis.

### BUSINESS ANALYST

AmerisourceBergen, AZ

Sep 2016 – Dec 2018

- Wrote test scripts for Software Applications developed using Waterfall methodology.
- Responsible for managing the documented and Requirements Traceability Matrix (RTM) using Rational Requisite Pro.
- Developed Functional Requirements Document (FRD) and Business Requirements Document (BRD).
- Conducted UAT and filed defects in the HP Quality Center and coordinated with the development team to fix them in the subsequent sprint cycles until the work and data flow were in-line with the baselines set by the settlement's management division.
- Created UML diagrams including activity and workflow diagrams using MS Visio and created wireframe prototypes.
- Coordinated with the pricing team users to plan and execute the User Acceptance Test UAT and documented the results and feedbacks.
- Performed Gap analysis by identifying existing technologies, documenting the enhancements to meet the end state requirements.
- Assisted in developing project schedule, project status reports and attended project progress meeting to report on project progress.