**Kiran Choudhary**

**Business Analyst**

**Phone:**  +1 513-760-5421

**Email:** Kiran.c@cvinboxs.com‬

**Location:** Ellicott, Maryland

**Summary**

* **5+ years** of industry experience as a **Business Analyst** with a solid understanding of **Business Requirements Gathering,** Translating Requirements into Specifications and Application Design.
* Working expertise in the Software Development Life cycle (**SDLC**) and Software Development Methodologies including Rational Unified Process (**RUP**), **Waterfall,** and **Agile**.
* Experience in Business Requirement Management (**Elicitation, Validation, Specification, Verification**), Gap Analysis, Business Process Modelling, Process Management, Change Management, and Application Development.
* Proficient in Business writing skills in writing project documentation such as Business Requirements Document (**BRD**), Functional Requirement Document (**FRD**) and **Use Case Specifications**.
* Proficient in understanding stakeholder requirements & expert in translating them into various documentation deliverables such as **functional specifications, use case diagrams, workflow process diagrams, data flow/ data model diagrams.**
* Skilled at performing **Risk analysis**, **GAP** **analysis,** and **Cost/Benefit** **analysis** to better understand the mechanics of the existing & proposed systems.
* Extensive experience in producing documents like Business Requirements Documents (**BRD**), Functional Requirement Specifications (**FRS**), Software Requirement Specifications (**SRS**), Creating Request for Proposals (**RFP**), and creating **Raci Matrix.**
* Proficient in developing Use case scenarios to enable the design and development of applications using tools like **Rational Requisite Pro** and **JIRA**.
* Participated in **Sprint Planning** and **Sprint review meetings** for finalizing the **Sprint Backlogs** and Verifying the **sprint outputs respectively**.
* Hands-on experience in design, management, and visualization of databases using **MySQL** and **SQLServer.**
* Experience in creating **Business Process Models**, Use Case Design and Analysis, Use Case specifications, Business Processes documentation, **Workflow diagrams using Unified Modelling Language (UML), and Mock-ups** for Prototypes.
* Designed and developed **Use Cases, Activity Diagrams, Sequence Diagrams, and Business Process** using **MS Visio** or **Rational Rose**.
* Well-versed with leading industry tools like **MS Word, MS Excel,** and **MS PowerPoint** to develop various project deliverables.
* Track and maintain Stakeholder requested enhancements and changes using **SharePoint.**
* Financial modeling and analysis, feasibility and cost-benefit analysis, version and training program design and delivery, risk-based financial controls.
* Excellent **organizational**, **interpersonal skills**, **written skills**, and **leadership skills**.

**Skills**

Agile/Scrum, Waterfall, SDLC, RUP, RAD, JAD, BRD, FRD, UML, MS Visio, Requisite Pro, Share Point, SRS, FRS, TRS, RTM, JIRA, SQL Server, MySQL, Raci Matrix, LoadRunner, WinRunner, MS PowerPoint, MS Word, MS Excel

**Education**

**Master of Science in Human Resource Management**

Roosevelt University, Chicago, IL

**Experience**

**Liberty Mutual Insurance, IL | Aug 2019 - Current**

**Role: Business Analyst**

**Responsibilities:**

* Designed the business requirement collection approach based on the project scope, created Business Analysis using an **agile methodology**.
* Involved in **Sprint planning meetings** to prioritize **backlogs** for design and development and participated in **Sprint review** and **retrospective meetings** to identify gaps in the project and address them in **subsequent sprint cycles.**
* Good skills in facilitating **Joint Application Development** (**JAD**) for Requirement Elicitation and maintaining requirements from Inception through the Construction phase.
* Used **MS Office suite** for creating use cases, workflows, and sequence diagrams according to **UML** methodology thus defining the **Data Process Models**.
* Performed good **Gap Analysis** between different client channels identifying the **functional gap** between **AS-IS and TO-BE processes.**
* Worked heavily on the **SQL** **Server** database to extract data and build Business reports.
* Documented requirement dependencies to create the Requirements **Traceability Matrix** and used in the **Sprint Review meetings** to identify the backlogs for the subsequent Sprint cycles in consultation with the settlement’s product owner.
* Created defect tracking using **JIRA** and reviewed them in subsequent iterations of the application development process.
* Communicated with management concerning the development process within areas of assigned responsibilities using **MS Share point.**
* Tested application database utilizing in-house tools including Microsoft **SQL queries** tool and **WinRunner** and **LoadRunner.**
* Worked extensively on **SQL queries** to extract data from the database for validation purposes.
* Used **MS Office** extensively (**Word, Excel, PowerPoint**) for **analysis, presentation,** and **documentation** throughout the **project.**

**Endurance Technologies, India | Jan 2016 – July 2018**

**Role: Business Analyst**

**Responsibilities:**

* Worked on **Agile Scrum methodology** for defining epics, creating user stories, defining UI Validations, and Business Rules.
* Facilitated **JAD** sessions with management, users, and other stakeholders to define the project scope and requirements in the form of Business Requirement Documents (**BRDs**).
* Conducted workflow, process diagram, and **GAP analysis** to derive requirements for existing systems enhancements.
* Used **Rational Requisite PRO** for requirements management and traceability among requirements, uses cases, business rules, and test cases.
* Collect and catalog project staff work effort estimates and prepare **Daily Meetings** to monitor **Defects** and **Deployments**.
* 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.**
* Involved in the entire project development life cycle starting from the elicitation of business requirements to client delivery.
* Analyzed high-level business requirements to create **Use Cases** and **Use case diagrams** using **Rational Rose** according to **UML methodology**.
* Designed and developed Use Cases, Activity Diagrams, and Sequence Diagrams, using **MS VISIO**.
* Working with **MS Excel** and **MS Access** to create monthly and bi-weekly reports.
* Creating and modifying **SQL** reporting services reports for use inside and outside **Dynamics CRM**.
* Fine-tuned **SQL Queries** for maximum efficiency and performance.

**Zensar Technologies, India | May 2014 – Dec 2015**

**Role: Business Analyst**

**Responsibilities:**

* Utilized the **Waterfall methodology** of development for **Requirements**, **Planning**, **Design**, and **Deployment**.
* Conducted detailed and comprehensive Business Analysis by working with end-users and other stakeholders to identify the system, operational requirements, and proposed enhancements.
* Created and managed project templates, use-case project templates, requirement types, and traceability relationships in **Requisite Pro**.
* Conducted **JAD sessions** with management, SME, vendors, users, and other stakeholders for open and pending issues.
* Participated in and contributed to**as-is** and**to-be** Process Modeling Sessions, and build process models responsible for analysis and reporting.
* Prepared and presented Business Requirement Document**(BRD)**, System Requirement Specification**(SRS)**, and Functional Requirement Document**(FRD).**
* Gather, review, and edit of business's **functional** and **non**-**functional** requirements. Product offering strategies.
* Performed the **risk assessment**, **requirement analysis**, **impact analysis,** and **documented** the requirements using **Rational Requisite Pro**.
* 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**.
* Coordinated with the development and testing team to conduct white-box testing on the new application and database systems using **LoadRunner**.