

Shaista Jahan

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Business Analyst over 4.6 years of experience in implementation business solution software and analyzing business operations. Aiming to utilize my strong prioritization skills and analytical ability to achieve the goals of your company.

PROFESSIONAL EXPERIENCE

Allianz Technology India

Pune, INDIA

Associate Business Analyst

April 2016 Present

- Communicate with business user to understand business requirements to make easy-to-understand data and process models.
- Engage with client to gather software requirements/business rules and ensure alignment with development team
- Translate stakeholder requirements into different tangible deliverables such as functional specifications, user cases, user stories, workflow/process diagrams, data flow/data model diagrams
- Evaluate risks related to requirements implementation, testing processes, project communications.
- Identify and reconcile errors in client data to ensure accurate business requirements.
- Draft and maintain business requirements and align them with functional and technical requirements.
- Taking Mail approval from finance and HOD of the department to live the same in production
- Fit/Gap analysis, scoping requirements
- Facilitate monthly/weekly meetings with clients to document requirements and explore potential solutions.

EDUCATION

CENTRE OF DEVELOPMENT IN ADVANCED COMPUTING

Pune, INDIA

- Post Graduate in Advanced Computing (2015)

**MAULANA AZAD COLLEGE OF ENGINEERING & TECHNOLOGY (MAGADH UNIVERSITY
BODH GAYA)**

Patna, INDIA

- B.Tech in Computer Science (2014)

MAHARAJA COLLEGE

ARA Bihar, INDIA

- HSC with Mathematics, Physics & Chemistry (2010)

TOOLS & TECHNOLOGY:

- Insurance Domains: ABS-RAP, CISL Web Services, JIRA, Config. Suit, Postman, SQL server, Squirrel, HP Demand.
- Programs: Basic SQL
- Systems: WINDOWS XP/1998/2000/7/8

ADDITIONAL SKILLS

- Expert knowledge of SQL and relational database management systems.
- Skilled with JIRA, Confluence and ICM project management software.
- Familiar with CISL Postman.
- Experienced with SDLC.
- Familiar with Agile software development methodology.

Allianz Technology India

Pune, INDIA

Project currently working on:

Business master platform (ITMP)– Motor insurance – ABS insurance layer

Module: Contract and external system interfaces.

Responsibilities:

- Coordinating with product owner and architect regarding software requirements/business rules and ensure alignment with development and testing team
- Understand stakeholder requirements and make different deliverables such as functional specifications use cases, user stories, workflow/process diagrams, data flow/data model diagrams
- Implementation of user stories in ABS(Allianz Business System), helping testing team and closing the tasks in JIRA tool
- Fit/gap analysis of existing system with person, contract, and claim module.
- Draft and maintain business requirements and effort estimation for user stories
- Scoping requirement by engage with product owner, architect and sometime with business user and ensure on time delivery of sprint tasks
- Facilitate monthly meetings with clients to document requirements and explore potential solutions retrospective and pre-scoping meeting

Project worked on:

ABS Run Team (Motor, Home & Health Insurance)

Module : Person, Contract, Claim, Product Configuration

Responsibilities:

- Understanding the data structure of the organization

- Understanding the systems from where the data to be extract
- Understanding every manual MIS reports
- Writing the BRS and coordination with IT developer team and raising the same in the system to develop
- Preparing UAT scenarios and after UAT sharing the output
- Sharing UAT output and giving sign off.
- Taking Mail approval from finance and HOD of the department to live the same in production
- Coordination with Client Company and IT team
- Monitoring the same regularly the same is working properly or not

Project worked on:

Az Partners – Austria client

Module : Person,Contract, Claim, Reinsurance and finance module and external system interfaces (GRP, AIMS and ACTS)

Responsibilities:

- Resolving Complex Issues within SLA
- Interact with Client
- Communicate with Developers
- Maintain SLA Report and Minutes of meeting

ACHIVEMENTS

- Got nominated for employee of the quarter at Allianz
- 5 months of Onsite (Austria) visit for team collaboration.

PERSONAL INTERESTS

- Art & creative crafts
- Cross culture skills
- Playing badminton
- Cycling

PERSONAL DETAILS

- Date of birth : 04 January 1992
- Gender : Female
- Languages known : Hindi, english, Urdu, Basic German