Sunil Yadav

Sr. Business Analyst| Certified Project manager| Scrum master

Business Analyst professional having strong analytical and leadership qualities with diverse experience, willing to work as Business Analyst. Bringing to the forefront a visionary mindset and understanding of product development lifecycle from research, requirement elicitation, solution design, implementation. Blend of my experience and expertise can help introduce innovations and improvisation to the products.

✉ suneelyadav.927@gmail.com   📞 9977485305   in https://www.linkedin.com/in/sunil--yadav/

🎓 Bachelor of Engineering 2009 to 2013 from RGPV University   📍 Indore, M.P India 452001

SKILLS

Business Analysis   Requirement Elicitation   Stakeholder Management   Wireframing   SDLC

Gap Analysis   Agile Methodology   Team Management   Change Management   Problem Solving

Decision-Making Skills   Client management   Market Research   FRD   BRD   Testing

PROFESSIONAL SUMMARY

- Having 8.8 years of professional experience as a Business Analyst in full software development life cycle with analyzing and implementing workflow processes, Business Process Analysis, Modeling Techniques, Requirements Gathering, Creating Wireframes/Mockups, providing Process Improvement recommendations,
- Detail oriented, customer focused team player; experienced in handling multiple projects simultaneously.
- Experienced in SDLC methodologies like, Agile, Waterfall and documenting detail Business Requirements (BRD), Functional Requirements (FRD), System Requirements, planning Test Strategy, and Test Scenarios for System Testing,
- Thorough experience in using tools like MS Visio, MS Office, Jira, confluence Figma and Balsamiq.

WORK EXPERIENCE

Senior Business Analyst/Product coordinator at Supersourcing Technologies Pvt Ltd

(May 2022 till Present, Indore)

Roles & Responsibilities

- Analyzed Business requirements and System specifications and defined Use cases from requirements to help convert them into software specifications.
- Verified the functional aspect as per the Business Process Workflows and validated the interfaces with the other systems.
- Worked in Agile environment and involved in sprint planning.
- Participated in Scrum meetings to handle unpredicted changes and effectively deliver the product with in the given deadline.
- Created Use Cases, Work Flows, and Screen mockups using Adobe XD, Figma and Balsamiq, so the developers and other stakeholders can understand the Business Process with possible alternate scenarios.
- Acted as the liaison to the Business and developers to answer functional questions and ensure the approach meets Product requirements.
- Generated weekly status reports to the Manager & scheduled weekly status meeting with the Project team and the Technical team to discuss progress statuses, issues and concerns.
- Performed testing of the functionality of the application by inserting varying data on different test runs.
- Developed Test Strategy and Test Plans to ensure that Test cases reflect user needs for Functional, User Interface, and Usability
- Managed, documented and controlled all the Requirements, Test cases, Test scripts and Test

- Involved in kick off meeting with the entire team.
- Managed defect reporting and tracking through the Jira and Mantis.
- Documented and monitored all the QA and UAT defects and coordinated issue resolution with the developers and Users for prompt and efficient solutions.
- Conducted meetings with Core team on getting the approval for created Balsamiq screens (mockups).
- Created a process to Sign off of Business deliverables including Use cases, Business Rules, wire-frames and detail requirements.
- Participated with the meetings with change control board for the modified requirements from the business team.
- Acted as a liaison between Correspondence team and Business team in providing the business requirements and also to discuss the feasibility of requirements.
- Conducted meetings with the Interfacing team (collections team) to provide the requirements which affects the other domains.
- Updated the sprint backlog and participated in daily scrum and stand up meetings.

Senior Business Analyst at Codiant A- Yash technology company pvt Ltd

(Jan 2021 to April 2022, Indore)

Roles & Responsibilities

- Involved in overall activities related to Business Strategic Planning & IT-automation for Projects
- Designing & implementing various ideas of process & system enhancement for product improvement
- Prepare Use case, user story document and Developing wireframes for the project.
- Engagement with key stakeholders and business owners to prioritize the business problems & opportunities for further technical enhancement for internal & external operations.
- Organizing & Lead Requirement Gathering (Elicitation) meetings using techniques like Interviews, Questionnaires, Interface Analysis, Document Analysis, Brainstorming Sessions and Focus Group Discussions
- Prioritization of requirements using MOSCOW and Business Value methods followed by documenting as BRD, FRD, Change Request
- Performed quality assurance (functional testing) and user acceptance testing (UAT) facilitating on-time & acclaimed "go-live" of the application.
- Act as SPOC for all project activities liaising with delivery managers
- Managing the team of developers, testers and designers individually for end-to-end project completion
- Working in liaison with designers during the designing phase thereby keeping the clients in loop for finalization
- Collaborating with Front-end, Back-end and QA Teams for explaining the requirements throughout the project development
- Managing change requests or out of scope work by taking required calls with the development team for time and cost estimations
- Communicating weekly updates to client regarding the project work status and ensure customer satisfaction
- Hosting review meetings to monitor progress of the project as per schedule/ budgets, and ensuring timely completion and delivery of project to the client

Business Analyst at Engineerbabu IT services Pvt Ltd

(Jan 2014 to Novl 2020, Indore)

Roles & Responsibilities

- Formulating proposal documents for the client before finalizing the project
- Formulating Work breakdown structure
- Organizing calls with client for end-to-end requirement gathering
- Defining industry solutions through ideation, conceptualization and detailing to identify efficiencies/ alternatives

- Developing wireframes, and drafting Use Case Specification for the project.
- Managing the team of developers, testers and designers individually for end-to-end project completion
- Working in liaison with designers during the designing phase thereby keeping the clients in loop for finalization
- Collaborating with Front-end, Back-end and QA Teams for explaining the requirements throughout the project development
- Managing change requests or out of scope work by taking required calls with the development team for time and cost estimations
- Participate in early discussions with prospective customers and build relationships.
- Plan, prepare, and conducted presentations & product demos for clients, with the support of the sales team wherever needed

TECHNICAL SKILL

Tools- JIRA, Trello, LucidChart, Draw.io, MS Visio, Balsamiq, Mantis, Confluence, MS Teams,Adobe xd and Figma

Methodologies– **Scrum, Agile, Waterfall**

CERTIFICATES

Google project management
Coursera

Scrum Master certificate
Coursera

Business Analysis fundamentals
Udemy

PROFESSIONAL ACCOLADES

- Received **Customer Kudos Award** from employer to provide exceptional customer satisfaction and smooth requirements elicitation for all projects.
- Received several Recommendations on LinkedIn from clients.
- Received- **Employee of the month, Consistance performer and Pillar of Company** award

PERSONAL DETAILS

DOB: Jan 06*, 1989* | **Language**: English, Hindi