

RESUME

SWETA AGARWAL

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Summary

Approx 5 years of experience as a Business Analyst with a track record of managing complex IT projects. As a Business Analyst, I believe to be involved in all stages of software development.

Working Experience

- Knowledge of Business Requirement Documents (BRD), Software Requirement Specification (SRS), Functional Requirement Document and all other high-level and low-level documents. Constructed many wireframes for website development as well Mobile Application.
- Experience of working on multiple projects at a single time.
- Experience of working on Government Projects and e-Tenders for different global locations such as Mauritius, and India.
- Knowledge of complete workflow of Scrum with a product backlog, user story, sprint planning and release phases.
- Provide input into developing and modifying systems to meet client needs and develop business specifications to support these modifications.
- Complete coordination, guidance and provided understanding for some maintenance work, change request work in existing website with proper documentation.

Technical Skills

- Familiar with Visio, MS Word, MS Excel, MS PowerPoint, JIRA, Confluence
- Knowledge of Mobile Development (Android & iOS), Website Development
- Knowledge of Scrum & Waterfall Methodology
- Knowledge of .Net, HTML, SQL
- Command in Wireframe (Balsamiq, Axure, Visio, Invision)

Professional Experience

Previous Company: Safaltek Software Pvt. Ltd., Chandigarh

Profile: Business Analyst | June 2020 – Nov 2020

Role: Requirement Gathering from client, Requirements Analysis, Draft standard documents such as SOW, Technical Proposal, Financial Proposal, Maintenance Proposal, User Manual Document, Taking Project Estimation, Wireframe, Presentations, Co-ordination of projects, Client Handling and UAT.

Projects: CMS, Web Apps, Mobile Apps with Native & Hybrid Technologies, e-Governance Tender, B2B & B2C Ecommerce Marketplaces, Restaurant, Cab Bookings, Real State, Hotel Booking Engines, Desktop Application.

Previous Company: NineHertz Pvt. Ltd., Jaipur

Profile: Business Analyst | Feb 2019 – May 2020

Previous Company: BR Softech Pvt. Ltd., Jaipur

Profile: Business Analyst | April 2018 – Feb 2019

Previous Company: Vertexplus Software Pvt. Ltd., Jaipur

Profile: Business Analyst | April 2016 – March 2018

Achievements & Certificates

- Certificate of .Net Training from Ducat, Jaipur.
- Certificate of Business Data Analysis with Microsoft Excel online Course on 12th May 2017.

ACADEMIC QUALIFICATION

M.C.A (2013-2016)

Sikkim Manipal University, Jaipur

B.C.A (2010-2013)

Mahatma Jyoti Rao Phoole University, Jaipur

Personal Details

Date of Birth	02 nd July 1992
Gender	Female
Marital Status	Single
Languages Known	English and Hindi
Current Location	Jaipur, Rajasthan

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Sweta Agarwal