SHWETA WARADE

Address: 29, chaitanya malti, madhv baug, kothrud- 411038

PH: +91 7057683299
   +91 7020795367   EMAIL: **shwetawarade94@gmail.com**

PROFILE:
- Having experience in Leading a project
- Experience on requirement gathering and documentation
- Knowledge of SDLC, Agile Scrum Methodologies
- Excellent Business Communication and Presentation Skills
- Having Analytical Skills, Problem-solving skills, Multi-tasking abilities with utilizing people in making critical decision
- Well versed with project Life-cycle
- Excellent technical writing skills to create Business Requirement Document (BRD), Functional Requirement Document (FRD), Nonfunctional Requirement Document, User Stories, User Manual
- Comprehensive knowledge on Scrum methodologies

TECHNICAL SKILLS:
- **Modelling Tools**: MS Visio, JIRA, Moqups, MS Word, MS Excel and MS Power Point
- **Modelling Techniques**: Class Diagram, E-R Diagram, Flow Chart, Activity Diagram, Data Flow Diagram, Sequence Diagram, Use Case Diagram.
- **Methodologies**: SDLC – Waterfall, Agile Scrum
- **Database**: MS SQL, Mongodb

CERTIFICATION:
- Advance Certified Business Analyst   **October 2020**
- SQL and database Querying   **October 2020**
- C and C++ Training   **August 2020**
- The Fundamentals of Digital Marketing   **April   2020**
- Marketing research Association   **March   2019**

EDUCATIONAL BACKGROUND:
- MBA - Marketing   **June 2019**
- Bachelor of Engineering - Computer Science   **June 2016**

PROFESSIONAL EXPERIENCE:

●**Godrej Properties Ltd.**   **March 2019 – present**

Role: sales executive **(Channel sales)**

Responsibilities:
●Developed training programs, marketing plans and launch initiatives for new product releases and for the existing projects.
●Successfully rebuilt businesses by refocusing sales/marketing strategy on referral and channel relationship.
●Strategy managed and grew channel partner relationship.
●Successfully activated new region channel sales partners from 15 to 20 count.
●Organized and attend various projects events, trade shows, road shows for product awareness and product selling region to region.
●Productively mentored and managed the top producing regional channel partners.
●Cross-selling of product from the new activated channel partners.

Bajaj Finance, Bangalore   **April 2018 - June2018**

●**Role:** Marketing Intern

Project: Analytical Study of E-KYC

Responsibilities:
■Worked in Consumer Durables.

■Analytical study of E-KYC by Bajaj Finance in Devi Internationals, Bangalore.

CERTIFICATION PROJECT:

● **Advanced Certified Business Analyst**   **October 2020**
   (Business Analyst Training Institute)

Project Name - Easy Car Rental

Responsibilities:

Requirement Gathering –

High level and low level requirement gathering. High level requirements are gathered from Business team at client side.

In high level requirement gathering first main flow is freeze by scheduling meeting with client prepared a MOM based on the meeting shared that MOM with client and PM for confirmation. After that start preparing BRD in that high level diagrams and prototypes. Low level requirements are gathered from SME by scheduling meeting and shared MOM after confirmation then started preparing FRD in that technical information has been added low level diagrams and that document is explained to developer and tester and for testing reviewed testers test cases.

o **BRD**

After sending MOM to client and PM started preparing BRD in that version history table, problem statement, AS-IS and TO-BE high level diagrams, UI Screens/ wireframes are included.

o **FRD**

Low level requirements are gathered from SME by scheduling meeting and shared MOM then started preparing FRD in that technical information has been added such as version history table, problem statement, AS-IS and TO-BE low level diagrams, Use Case specification and that document is explained to developer and tester and for testing and reviewed test cases

o **UAT**

Given training for users about product

After giving UAT, have defined bugs priority with client then get it resolve from developer and tested it from tester and reviewed it after resolving the bugs then given deliverables to client

PERSONAL DETAILS

- **Date of Birth:**   2nd February ,1995
- **Address:**   29, Chaitanya Malti, madhav baug, Kothrud, Pune-411038
- **Languages Known :**   English, Hindi, & Marathi
- **Nationality:**   Indian