

## KAVITA VASUDEVAN

Work Permit: Permanent Resident  
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Location: Austin, Texas

### SUMMARY

- Analytical and result oriented professional with approximately a year as a business analyst working with cross-cultural teams.
- Proficient in authoring Business Requirement Documents (BRD's) and documenting business process specifications.
- Competent in analyzing and creating Use Cases, Use Case Diagrams, Activity diagrams, Class diagrams, Data/ Flow/ Navigational flow diagram using UML Tools like draw.io.
- Strong using MS Excel and used advanced functions like V-lookup, Pivot tables and analysis.
- Experience in working in all phases of SDLC throughout the project life cycle.
- Experience in conducting Gap Analysis, Business Process Re-engineering, Designing Workflows and on product features based on technology, budget constraints and customer requirements.
- Worked on different software development methodologies like Scrum/Agile.
- Adept in reviewing Test Procedures, creating Test plans, Test Scenario, defining System & Integrating Test Cases, executing Test Cases, Test Data reviewing and maintaining and executing detailed Test scripts for User Acceptance Testing (UAT), analyzing bugs, interacting with team members in fixing errors and UAT and assisted in Post-Production support.
- Excellent communication skills and can effectively work in cross-cultural environment in diverse teams. Strong abilities to work in pressure-environments and effective problem solving and trouble-shooting skills.
- Have worked as human resource consultant in the past which has helped me in way of communicating and negotiating with the business owners and the developer team in crises situation.
- Problem solver, good listener and can be a good liaison between the business and the development team.
- Proficient with various Microsoft tools like MS word, MS excel, MS PowerPoint and Microsoft team.
- Have completed certification from Udemy.com on the Beginner course on Splunk.

### PROJECT EXPERIENCE

#### University of Texas at Austin – (Full Time Employee)

November 2022 – Present

**Tools and Technologies:** Jira, Lucid Chart, MS teams, UT Box, MS Word, MS Excel, MS Outlook, MS PowerPoint

**Methodologies:** Agile, Scrum

The scope of this project is to move from their existing mainframe (legacy system) into Slate where the application process for all students applying to the university for grad/undergrad is seamless.

**Role:** Business Analyst

#### **Responsibilities:**

- Documented concise requirements ensuring that requirement statements are complete, consistent, concise, feasible, unambiguous, traceable, and verifiable.
- Supported Product Owners to define acceptance criteria for key features of new technology.
- Creating pictorial representations of the requirements of the business process in MS Visio.
- Research on various topics, scheduling meetings and documenting minutes of the meeting.
- Responsible for converting the requirements into concise user stories into Jira.
- Supported change requests with project management and solution delivery teams to identify impact and prioritize them.

#### New York Life Insurance – (Contract)

August 2022- November 2022

**Tools and Technologies:** Jira, MS Visio, MS teams, SharePoint, MS Word, MS Excel, MS Outlook, MS PowerPoint

**Methodologies:** Agile, Scrum

**Role:** Business Analyst

The scope of this project is to move from their existing system into a new system with better features and enhancements and creating functionality into the new system where a new/potential candidate is onboarded.

#### **Responsibilities:**

- Documented concise requirements ensuring that requirement statements are complete, consistent, concise, feasible, unambiguous, traceable, and verifiable.
- Supported Product Owners to define acceptance criteria for key features of new technology.
- Creating pictorial representations of the requirements of the business process in MS Visio.
- Research on various topics, scheduling meetings and documenting minutes of the meeting.
- Responsible for converting the requirements into concise user stories into Jira.
- Supported change requests with project management and solution delivery teams to identify impact and prioritize them.

**Genesis Financial Solutions Inc. – (Contract)**

**April 2021-May 2021**

**Tools and Technologies:** Azure DevOps, Draw.io, MS teams, SharePoint, MS Word, MS Excel, Smartsheet's, Confluence, Requirement Traceability Matrix (RTM), MS Outlook, MS PowerPoint

**Role:** Business Analyst

**Methodologies:** Agile, Scrum

The scope of the project was to build self-service portal (Website/Mobile App) for the customers for the various credit cards that the company offered.

**Responsibilities:**

- Active BA for two scrum teams for Website development team and the Mobile Application team.
- For the mobile app was involved for both Android and IOS versions of the platforms.
- Gathered requirements from the business owners, Subject Matter Experts (SME's) and documented them in the business requirement documents.
- Was part of the design and deliver product enhancements that improve customer experience and program economics.
- Created use cases and swim lanes as part of the requirements.
- Created user stories and managed the backlog of both the teams.
- Responsible for gap analysis and creating documentation to define target state.
- Involved in defining and documenting Themes, Epics, and User Stories in DevOps in consultation with the product owner.
- Written test cases along with the product owner on the customer experience.
- Was part of the UAT environment to test the product and test the applications on Web and mobile.
- Worked with enterprise-level data integrations and corresponding API's, including integration with 3rd party vendors for enterprise to vendor API requests and responses.
- Involved in training and mentoring of development team members.
- Strong interpersonal and communication skills (both oral and written).

**NON-IT Work Experience**

**Randstad India Limited – Mumbai India**

**December 2012-Aug 2016**

**Role:** Senior Consultant

**Responsibilities:**

- Managed the full-cycle recruitment for assigned positions from recruiting plan through to offer stage. Stages include pre-screening, short-listing, scheduling, conducting interviews and reference and background checks.
- Provide guidance and support to employees in the interpretation and application of HR policies, procedures, and other related topics such as leaves and compensation.
- Maintain and assist in the development and implementation of policies and procedures, along with communications to effectively inform managers and employees of changes.
- Conducting Induction for new joiners.
- I-Card Processing, Bank account opening and other related new joiner tasks.
- Maintaining and updating the personal files of employees.
- Responsible for the monthly HR dashboard and communication with the client.
- Data maintenance for all the increment letters and promotion letters.
- Work as Liaison to resolve any issues such as pay discrepancies promptly.
- Communication with global HR team in maintaining and updating HR dashboards.
- Responsible for generating MIS reports on time and sharing and communicating this with all relevant departments within the organization and the client.
- Data Management of statutory forms (tax and immigration) and other information.
- Generating and preparing incremental sheets for increments & promotions.
- Preparation and communication of monthly cost report for the client.

- Scheduling Exit Interviews and handling the queries related to Full & Final Settlement.

**Hazel Infotech Limited- Mumbai India**

**March 2011 – Dec 2012**

**Role : HR Executive**

**Responsibilities:**

- Employees' point of contact for all HR matters including payroll, PTO, benefits, employee relations and company policies.
- Preparation of offer letters, conducting Induction for new joiners.
- Timesheet consolidation and finalization for payroll.
- Work as liaison to resolve any issues such as pay discrepancies promptly and accurately.
- Addressed any employment related issues, such as work complaints and harassment allegations.
- Setting up I-Card Processing, Bank account opening and payroll processing for new joiners.
- Employment and background verification of selected Employees and maintaining personal files.
- Conduct audits to ensure compliance with client contracts.
- Responsible for the monthly HR dashboard.
- Data maintenance for all the increment letters and promotion letters.
- Scheduling Exit Interviews and handling the queries related to Full & Final Settlement.

**EDUCATION**

- **Master's in arts, Specialization: Economics** from University of Mumbai, India
- **Bachelor of arts, Specialization: Economics** from University of Mumbai, India
- **Additional Certification: Diploma in Human Resource**, Welingkar Institute of Management, Mumbai, India
- **Certification on Splunk beginner course from Udemy.com**
- **Certification in UX/UI from Careerfoundry.com**