



Tanvi Juneja

Business Analyst seeking roles in IT Project Management, Systems Development Lifecycle, Requirement Gathering, Business Analysis, Stakeholder Management, Escalation Management, Gap Analysis, Process Analysis, UAT, Waterfall, Agile Methodologies, SQL, Jira, TFS

Current Designation: Business Analyst -IT

Current Company: Guardian Life

Current Location: Gurgaon

Pref. Location: Gurgaon, Noida, Pune

Functional Area: IT Software - Application Programming / Maintenance

Role: Business Analyst

Industry: IT-Software/Software Services

Marital Status: Single/unmarried

Key Skills: Business Analyst, IT Project Management, Systems Development Lifecycle, Requirement Gathering, Business Analysis, Stakeholder Management, Escalation Management, Gap Analysis, Process Analysis, UAT, Waterfall, Agile Methodologies, SQL, Jira, TFS

Verified : Phone Number | Email - id

Total Experience: 5 Year(s) 0 Month(s)

Notice Period: Currently Serving Notice Period

Highest Degree: B.Tech/B.E. [Computer Science]

Last Active: 20-Jan-21 Last Modified: 20-Jan-21

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Summary

5 + years of successful IT Business Analyst experience across the entire project life-cycle including Requirement Analysis, Project Implementation, UAT Testing, etc. Completed requirements and business analysis of 2 IT projects. In-depth knowledge of different Systems Development Lifecycle (SDLC) methodologies like Waterfall and Agile Methodologies such as Scrum. Working directly with product owners and stakeholders to elicit their feedback on customer satisfaction items. Analysis of business requirements to develop Functional and Non-Functional requirements , performed impact analysis and preparing different artifacts such as Functional Requirements Document (FRD), Software Requirements Specification (SRS), and Business Requirements Document (BRD). Acting as a liaison between the technical team, QA and business during the coding and testing phase to ensure eventual acceptance of the Application reports.

Work Experience

Guardian Life as Business Analyst -IT Jul 2018 to Till Date

Project Title: Leave pro- Absence management
My Responsibility:

Requirement Gathering
Writing documentation for the requirements.
Hands on with Agile, writing features, user stories and use cases.
Participated in product backlog grooming, sprint grooming by working with the Product Owner.

Requirement Elicitation
Hands on with writing the epics, features
Hands on with the user story and use cases.
Responsible for writing the functional requirements.
Responsible for writing the user acceptance test cases
Coordinated with systems partners to finalise designs and confirm requirements
Documentation
Hands on with project plans (sprint plans).
Responsible for writing delivery plans for sprints.
Developed work-flow charts and diagrams to ensure production team compliance with client deadlines.
Hands on with change request documentation.
Stakeholder Management
Responsible for stake holder management.
Gathered Business-User requirements and understood the requirement in discussion with the stake holders and product managers.
Writing & reviewing Test Script, Test Cases & Validating release and provided UAT Support.



Important

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Approve the developed feature / user story functionality in demos and get it approved from business.

• **DXC Technologies** as Analyst
Oct 2015 to Jul 2018

Key Result Areas:

Requirement Analysis - Communication with Development Team and Business Analysts for understanding of requirements and Preparation of Test Scenarios on the basis of discussion/documents.
Participate in project related calls with onsite professionals.
Performing UAT for the developed software solution to ensure that the complete product matches with the Business Requirements and operates Correctly.
Preparing detailed test plans, acceptance criteria and test scenarios for each project.
Monitoring the testing process, Preparing RCA, identifying, logging test failures and knowledge of SQL.
Worked on Reinsurance Domain.

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Education

UG: **B.Tech/B.E (Computer Science)** from **Amity University** in 2015

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IT Skills

Skill Name	Version	Last Used	Experience
SQL			
JIRA, TFS			

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Languages Known

Language	Proficiency	Read	Write	Speak
English				
Hindi				

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Affirmative Action

Physically Challenged: No

Work Authorization

Job Type: Permanent

Employment Status: Full time

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