

SUBAHU LANKESHA RATHNAYAKE

Business Analyst Intern

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PROFILE SUMMARY

Motivated Information Systems undergraduate with a strong interest in Business Analyst and IT project execution. Skilled in requirement gathering, process modeling (UML, BPMN), Agile collaboration, and task management (Jira, Trello). Possess a solid understanding of SDLC, organizational skills, and proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Canva). Recognized for proactive learning, effective communication, and problem-solving abilities in both independent and collaborative environments.

EDUCATION

UNIVERSITY OF COLOMBO SCHOOL OF COMPUTING,

2023 – Present

Bachelor of Science in Information Systems

Client Requirement Analysis – University Project

- **2nd Year Group Project: Vcare Vet Clinic Management System.**
 - Engineered secure **user authentication and role-based access control** for multiple stakeholders, including vets, assistants, and store managers.
 - Utilized **Draw.io, Figma, and GitHub** for system design, prototyping, and version control.
 - Created **UML diagrams** (use case, class, activity, ER) to model system workflows and interactions, supporting structured documentation and stakeholder communication.
- **3rd Year Group Project: FixMe Vehicle & Home Services.**
 - Collaborated with cross-functional teams to define and prioritize **feature requirements**, including real-time location tracking, technician wallets.
 - Modeled system workflows using **UML diagrams** (use case, class, sequence, state chart), supporting structured documentation and stakeholder alignment.
 - Applied the **Iterative Waterfall SDLC methodology**, managing feedback loops across development phases to ensure timely and quality delivery.
- **Task Board Management – Agile & Scrum Coursework:**
Organized sprints using Jira & Trello, tracked progress, and ensured timely delivery of team assignments.
- **UI/UX Collaboration – Figma Wireframes: (Hackathons)**
Partnered with peers to design and communicate workflows for system interfaces.

D.S.Senanayake College Colombo 07

2019 – 2022

Commerce stream : Accounting, Econ , IT

SKILLS

- Requirements Gathering & Documentation
- Project Management Tools: Trello, Jira
- Critical Thinking & Problem Solving
- UML & BPMN (Process & Workflow Modeling)
- Agile & Scrum (Foundational Knowledge)
- Attention to Detail & Accuracy

LANGUAGES

English: Fluent

Sinhala: Fluent

Certificates

Requirements Gathering in Business Analysis ↗

Course Certificate

Strategic Business Analysis Essentials ↗

LinkedIn

Business Analysis Fundamentals ↗

Microsoft

National Institute of Business Management (NIBM) Certification in English