

## CONTACT

+91 9970791666  
sushma.gujar26@gmail.com

## EDUCATION

### MBA (IT , Finance)

Rashtrasant Tukdoji Maharaj,  
University  
2008-2010

## TECHNICAL SKILLS

- Balsamic,
- MS-Visio,
- Draw. Io,
- JIRA,
- Software Testing,
- Team Foundation server,
- SQL,
- Cloud environment,
- MS-Office suite,
- Free mind map
- Camtasia6.0.
- DevOps project management

## CORE COMPETENCIES

- Business Analysis Planning and Monitoring.
- Elicitation and Collaboration.
- Requirement Life cycle Management.
- Requirement Analysis and Design Definition.
- Strategy Analysis
- Solution Evaluation

## CERTIFICATIONS

- **Business Analyst** - 2024 - COEPD IIBA(EEP), Kothrud Pune.
- **Industrial accounting** - 2016, Pace Innovations, Kothrud Pune
- **SQL** - 2013, Soft aid Computers, Jalgaon
- **Software testing (manual)** - 2006, Karroo technologies, Pvt. Ltd.
- **MSCIT** - Kamgar Kalyan Kendra, Khaperkheda, Nagpur.

## SOFT SKILLS

- Creativity
- Leadership
- Team management
- Organization
- Problem solving
- Teamwork
- Team Player
- Verbal and written communication Skills
- Presentation skills

# Sushma Gujar

Business Analyst/product Owner

## CAREER OBJECTIVE

7 years experience as Business Analyst , Like To work with dedication and Seeking Job opportunities in IT Software Development industry where my business expertise and skills utilized for accomplishment of company goal and at the same time my qualities and capabilities can be polished

## PROFILE SUMMARY

- In-depth knowledge of **SDLC** in various phases (i.e waterfall & agile)
- Proficient in Waterfall Model: **Gathered requirements using Elicitation Techniques** and prepared **BRD, FRD, SRS** prepared **RACI Matrix, BCD**, created **UML Diagrams** and **Prototypes** and requirements tracking through **RTM** well versed with **UAT** handling **Change Request**.
- Expert in **Agile Scrum**: Creation of user stories and Added Acceptance Criteria, **BV & CP**, **Sprint & Product Backlogs** conducted various **Sprint Meetings**; **Sprint & Product Burndown charts** ensured **DOR** and **DOD** checklist

## WORK EXPERIENCE

Executive project management Oct 2021-Till date

### Smile Automation Pvt Ltd. Kothrud, Pune

Projects: **Zylem MIS, Zylemini+ mobile App**, proclaims, **VAPT, Smile Service Portal**

Responsibilities:

- **Interacted with the stakeholders** and gathered requirements by using various **elicitation techniques**.
- Created user stories with appropriate **acceptance criteria** with the assistance of the Product Owner.
- Added **user stories into product backlog using the JIRA tool**.
- Prioritized and validated the requirements using **Moscow and FURPS** technique, added user stories to sprint backlog based on prioritization order.
- Collaborated with Product Owner and Scrum Master for **BV and CP**. and assisted the Product Owner for the **creation of DOR and DOD checklist**.
- Participated in **sprint ceremonies to remove road blocks in the project**.
- Generated **Sprint, Product Burn down/Burn up charts to track the project progress**.
- Participated in **product planning and UAT** to successfully deliver each sprint component.

Business Analyst Mar 2017 - Mar 2018

### Rise Retail and Payment Solutions Pvt Ltd.

Project: Rise retail App

Responsibilities:

- **Gather and analyze business requirements** from clients and stakeholders.
- Document and maintain detailed **business requirements, user stories, and process flows**.
- Collaborate with development teams to ensure that **requirements are understood and implemented correctly**.
- **Conduct workshops and meetings** to gather requirements and provide updates.
- Identify and communicate **project risks and propose solutions**.

- Assist in the development of **project plans, timelines, and budgets.**
- Conduct **user acceptance testing (UAT)** and ensure that the software meets the business requirements.
- Understand **customer requirements and develop solutions to meet their needs.**
- Collaborate with the testing team **to ensure that test cases cover all relevant aspects of the system.**
- **Provide feedback during sprint reviews and retrospectives** to help the team improve its processes.
- **Identify potential risks or challenges** related to the domain and work with the team to develop mitigation strategies.
- **Proactively address issues** that may arise due to gaps in domain understanding.

Business Analyst

June 2016- June 2017

### **Paragyte technologies, Pune**

- Project: **PeopleSure HRMS, AssetSure, EduClick**
- Responsibilities:
- Provide **deep domain knowledge and expertise related to the project's subject matter.**
- Assist in **clarifying requirements and ensuring a shared understanding** of the domain among team members.
- Collaborate with the product owner to **analyze and refine user stories or requirements.**
- **Validate that user stories** accurately reflect business needs and are feasible from a technical and domain perspective.
- **Participate in grooming sessions to refine user stories and acceptance criteria.**
- **Clarify doubts, provide additional context, and assist in breaking down larger stories into smaller, manageable tasks.**
- Work closely with the product owner and the team **to define clear and testable acceptance criteria for user stories.**
- ensure that **acceptance criteria align with business goals** and are achievable.
- **Share domain knowledge with team members to enhance their understanding of the project's context.**
- Work closely with **developers to answer questions, resolve issues, and provide guidance during the implementation of user stories.**
- Assist in the **development of test cases and scenarios based on domain knowledge.**
- Collaborate with the testing team to **ensure that test cases cover all relevant aspects** of the system.
- **Provide feedback during sprint reviews and retrospectives** to help the team improve its processes.
- **Identify potential risks or challenges** related to the domain and work with the team to develop mitigation strategies.
- **Proactively address issues** that may arise due to gaps in domain understanding.

Business Analyst

May 2010- Nov 2012

### **OfficeBox Pvt Ltd., Nagpur**

- Projects: **iLekha ERP, HRMS and Payroll**
- Responsibilities
- **Conducted Enterprise Analysis** and under the assistance of a senior BA in creating a **Business Case Document, conducted Stakeholder Analysis, and prepared RACI Matrix.**
- **Gathered requirements from business heads using Elicitation Techniques and created a Business Requirements Document (BRD).**
- Translated BRD into **Functional Requirements Document (FRD)**, Collaborated with the technical team, and prepared **SRS Document.**
- **Created UML diagrams and wireframes to visually represent requirements using MS Visio, Balsamiq, and Axure.**
- **Created and maintained RTM throughout the project.**
- **Assisted in Testing Team by preparing Test Case Scenarios and ensured the UAT was successful**