

CURRICULUM VITAE

Tejashree Khairnar

Business Analyst

Total Experience: 2.6 Years

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Career Objective:

Seeking a technically challenging assignment where I can apply my current skills and acquire new skills in an intellectually stimulating environment and thus realize my full potential.

Professional Summary:

- Experienced **Business Analyst** with **2.6 + years** in defining business solutions in an IT environment, working with business owners & IT development staff.
- Expertise in **Software Development Lifecycle Processes**, creating exceptional & highly **Configured Software Business Products**, with their **Functional Requirement Documentation (FRD)** using various cases from product definition.
- Expertise in **Functional** and **Non-Functional Requirements**.
- Familiar with **Waterfall** and **Agile methodology**.
- Expertise in **Scrum Framework** and basic knowledge of **KANBAN Framework**.
- Strong knowledge of **Requirement Gathering, Analysis, Documentation, Wireframe & Various skills**.
- Strong hands-on experience in different types of projects such as **Web Development, Android Development, Desktop Systems**, etc.
- Strong command of various tools like **Star UML, Visual Paradigm, Uizard, PENCIL, and Microsoft PowerPoint**.
- Basic knowledge of **HTML**, and **PostgreSQL**.
- Intermediate knowledge of **Manual** and basic knowledge of **Automation Testing, Test Case Reports**, Etc.
- Good knowledge of **Business Flows, Good Communication & Coordination Skills** to handle various stakeholders, managerial roles & development teams.

Work Experience:

Organization: B2C Info Solutions

Designation: Business Analyst and Project Coordinator

Duration: 1 Mar 2023 to Present

Responsibilities:

- Requirement Gathering & Analyzing them for development purposes and also creating detailed documentation for various projects
- Coordinate project phases and schedules, arrange support services, order supplies, and track the project's progress.
- To analyze risks and opportunities and act as the point of contact and communication, relaying project status information to relevant parties.
- To monitor progress and resolve any issues that arise during the project, including collaboration with project managers to eliminate blockers.
- To ensure in the designing phase that the project is within the scope & providing guidelines to designers while using the Figma tool.
- To create detailed documentation of the project, which will be helpful to the developers while the development phase.
- Collaborated with stakeholder groups across the organization to ensure business and technology alignment.

II. Organization: Techno Cipher IT Solutions

Designation: Business Analyst

Duration: 16 Dec 2020 to 28 Feb 2023

Responsibilities:

- Lead business process and workflow mapping/analysis using data capture and modeling technologies, methods, and tools.
- Requirement Gathering & Analyzing them for development purposes and also creating detailed documentation for various projects
- Proficient in various Requirement Gathering techniques such as questionnaires, prototyping, workshops, etc.
- Developed various UML Diagrams using *Visual Paradigm* and *Star UML* Tools such as – Use Case Diagrams, Activity Diagrams, Sequence diagrams, Class diagrams, Object Diagrams, etc.
- Developed wireframes using *Uizard* and *PENCIL* Tools.
- Developed various documents for the projects such as Synopsis, Functional Requirement Document (FRD), Business Requirement document (BRD), Software Requirement Specification Document (SRS), and Project Report.
- Followed AGILE Methodology while developing projects – developed sprints, conducted scrum meetings, gave presentations, created User Stories, etc.
- Collaborated with stakeholder groups across the organization to ensure business and technology alignment.
- Conducting meetings & facilitating the stakeholders throughout the project.

- Addressing and guiding the issues and helping the team to understand the system details in the functional requirement for that particular sprint development.
- Undertaking the responsibility for checking team productivity from time to time and making sure that the team is engaged in their respective task to complete the work on time using *JIRA SOFTWARE*.

Projects:

Title	Tyoott
Team Size	8
No of Module	3 (User, Tutor, Admin)
Environment	JAVA, HTML5, CSS3, Bootstrap, JQuery, JavaScript, MySQL
Responsibility	Gathered Requirements using questionnaires, prototyping, workshops, etc. Developed wireframes. Developed Synopsis and System Requirement documents (Uizard, PENCIL), Developed project plan, Created MOM of client meetings, and Monitored the progress of the project. Collaboration between designers, developers, testers & clients.
Description	Tyoott is an online tutoring platform where a student can book an online tutor or In personal Tutor to take tuition & can pay through the platform. Students can book a Tutor by selecting a subject, its level, the experience of the tutor, ratings, etc.

Title	Ancient India
Team Size	9
No of Module	7 (User, Doctor, Yoga Trainer, Vastu Specialist, Vedik Pandit, Astrologer, Admin)
Environment	Python, Django Framework HTML5, CSS3, Bootstrap, JQuery, JavaScript, PostgreSQL
Responsibility	Gathered Requirements, Developed Use Case Diagrams, Activity Diagrams, and Sequence Diagrams Developed Wireframes. Developed Business Requirement documents and Project Reports. (StarUML, Visual Paradigm)
Description	Ancient India is an online appointment booking system for patients where a patient can book an online appointment with Ayurveda Doctor & Naturopathy Doctor, Yoga Trainer, Astrologer, Vedik Pandit & Vastu Pandit. A platform where users can get Ayurveda solutions from Doctors for diseases & also can get remedies from Vastu Shastra Expert, Vedik Pandit & Astrologer as well.

Title	KOKORO
Team Size	10
No. of Modules	7 (User, Doctor, Diagnostic Labs, Pharmacist, Medical Practitioner, Hospitals, Admin)
Environment	PHP, HTML5, CSS3, Bootstrap, JQuery, JavaScript, MySQL
Responsibility	Developed Use Case diagrams, Activity Diagrams, Sequence diagrams, Class diagrams, Object diagrams, Component Diagrams, Deployment diagrams, etc. Developed wireframes. Developed Synopsis and Functional Requirement document. Undertook the responsibility for checking team productivity from time to time and making sure that the team is engaged in their respective task to complete the work on time. Communication with clients using the Basecamp tool. (JIRA Core, Star UML, Visual Paradigm, Uizard, PENCIL)

Description	KOKORO is an online Healthcare platform where users can book online doctor appointments and in-clinic appointments as well. The platform also provides online medicines services, online Diagnostic lab services, blood donation services, and home care services. All the users of the platform should be ABHA verified, either doctors, users, medical practitioners, pharmacists, etc.
Title	Quant Work
Team Size	5
No of Module	2 (User, Admin)
Environment	PHP, HTML5, CSS3, Bootstrap, JQuery, JavaScript
Responsibility	Gathered Requirements using questionnaires, prototyping, etc. Developed Synopsis and System Requirement document.
Description	Quantwork is a static system that provides all the information regarding civil engineering services related to Quantity Surveying, Cost Consultancy, Valuation, etc.

Personal Strengths:

- Good team player as well as an individual player.
- Ability to analyze problems/issues.
- Self-motivated to learn new technologies and result-oriented.
- Positive approach and flexibility.

Academic Profile:

- **Bachelor of Science (B.Sc.)** from North Maharashtra University in the Year 2009
- **Diploma in Computer Management (DCM)** from North Maharashtra University in the Year 2007

Skill Set:

- **Software Development Process:** Agile, Waterfall
- **Agile Frameworks:** SCRUM, KANBAN (Board, Card, WIP)
- **Tools Used:** JIRA Core, Star UML, Visual Paradigm, Uizard, PENCIL, Microsoft PowerPoint, Basecamp, Figma,
- **Database:** PostgreSQL
- **Others:** Requirement Gathering and Analysis, Project management, Documentation (BRD, SRS, FRD), UML, Wireframing, Analytical Thinking, Organizational Skills

Personal Profile:

- **Name:** Tejashree Niteen Khairnar
- **Date of Birth:** 14th May 1987
- **Marital Status:** Married
- **Gender:** Female
- **Nationality:** Indian
- **Language Proficiency:** English, Hindi, Marathi

Declaration

I hereby declare that all the details given above are true and correct to the best of my knowledge and belief.

Date:

Signature

Place: Pune

(Tejashree Khairnar)