



Ankit Raj

Professional Experience:

Intech globe, [Delhi]

ASSOCIATE BUSINESS ANALYST [January 2019 to March 2021]

Roles & Responsibilities:

- Involved in all stages of Software Development Lifecycle (SDLC) in management like assigning task etc.
- Experienced with Agile Methodologies (Scrum).
- Proficiency in managing POCs, including Proposal to Closing.
- Experienced in making User Stories and maintaining the Product Backlog.
- Developed strong Interpersonal skills, with a focus on rapport-building, listening and questioning skills. Adept in client facing activities and communicating with multiple stakeholders.
- Expertise in preparing Requirement documents using MS Excel, MS Word, Wireframes and Prototypes.
- Strong understanding and working experience of Functional and Non-Functional requirements.
- Excellent analytical, quick learning and problem-solving skills with a desire to work in a team-oriented environment.

Intech globe, [Delhi]

Business Analyst, Scrum Master [March 2021 to Present]

Roles & Responsibilities:

- Analysed key aspects of business to evaluate factors driving results and summarized into presentations.
- Prepared various document while managing project such as Business Requirement Documents (BRD), Project Scope, Project Plan, Functional Requirement Documents (FRD), Change Request, Resource register.
- Gathering functional /non-functional requirements documents using cases and test plans from product definitions.
- Strong listening and interpretative skills for facilitating understanding of issues and solution designs. Utilizes scheduling resources and time management.
- Ensuring communication with all stakeholders and bridging the gap between management, developers, and stakeholders.
- Experience developing detailed functional specs through JAD sessions, requirements workshops, job shadowing, prototyping, document analysis, onsite meetings with business users and development team.
- Prepared Business Requirements Documents, Functional Requirement Documents. Utilized Agile Software Methodology using Scrum framework and actively participated in creating the user stories
- Created Wireframes and prototype based on the requirements and process flow charts.
- Developed Test Cases for unit testing, prepared spreadsheet for testing criteria, including regression, positive and negative testing, process flow testing, and screenshot for test results to Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Eliminated downtime and maximized revenue by providing top project quality control. Identified issues, analysed information, and provided solutions to problems.

PROFILE

Solutions-driven, Enthusiastic business analyst with 4+ year of experience. Working with a Product based Company, joined as a associate, and gradually got myself the title of Business Analyst. Looking for a role where I can contribute to an inspired team of people, solve problems, and improve the end-users experience of using a product.

CONTACT

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PERSONAL DETAILS :

Date of Birth :
01/06/1997

Gender :
Male

Nationality :
INDIAN

PROJECTS HANDLED

- HRMS
- E-Commerce
- Fintech
- Artificial intelligence (AI)

EDUCATION

Bachelor in Commerce	2019
Intermediate	2015
SENIOR SEC.	2013

- Participated in team-building activities to enhance working relationships. Improved operations through consistent hard work and dedication.
- Conducted research, gathered information from multiple sources and presented results.
- Coordinated with cross-functional teams to manage stakeholder expectations and ensure project deliverables were met on time and within budget.
- Created and managed project plans, including effort and cost estimations, to ensure project success.
- Conducted data analysis, identified trends, and made recommendations to senior management to optimize business processes and improve overall performance.
- Acted as a Scrum Master for the company's software development team, ensuring adherence to agile methodologies and facilitating daily stand-ups, sprint planning, and retrospectives.
- Developed and managed project documentation, including functional specifications, user manuals, and training materials, to support effective communication across the organization.

SKILLS

- Requirement Gathering & workshop
- Requirement elicitation & documentation
- Product Backlog
- Prioritize requirement and create product backlog
- Wireframes, Agile and Waterfall Methodologies
- Agile Scrum Workflow Diagrams
- Gap Analysis
- User Acceptance Testing and Test case review
- Client management Interpersonal and communication skills
- BRD, FRD, Use case, User stories, Field etc.
- Jira, Scrum, Wireframe, Prototypes, Manual Testing
- Stakeholder Management.
- Strong analytical and organizational skills, Software Development Life Cycle (SDLC).
- Team Management
- Cost Estimation
- Effort Estimation
- Document Creation
- Scrum Master in Jira
- Microsoft Suite : Word, Excel, Power Point, Outlook
- Figma
- Meeting Minutes