

1. **Name:** Vandna Parashar
2. **Total Years of Experience:** 5.3 years in which 1 year as a Business Analyst and 2.3 years as Project Co-coordinator and Business Associate & 2 years as a Academic Experience
3. **Phone No.:** +91-9354050948, +91-7291019149
4. **Email:** vandnaparashar6@gmail.com
5. **Nationality:** Indian
6. **Education:**

| S.No. | Degree/Certification Obtained | Institution | Passing Year |
|-------|-----------------------------------|--|--------------|
| 1 | Master in Technology(M.Tech) | MTU University(Formerly UPTU University) | 2013 |
| 2 | Bachelor in Technology(B.Tech) | UPTU University | 2010 |
| 3 | Senior Secondary Certificate(XII) | C.B.S.E. | 2006 |

7. **Area of Expertise:**
Junior Business Analyst with 1 Years of consulting firm expertise in Elicitation of the requirement from the client, analyze and document them. Proficient in creating Process Flow Diagrams, making prototype and interactive wireframes. Prepares the use case diagram. Create User Stories, ensure that system meet the requirement, support during implementation, help with user manuals and also perform UAT testing. Energetic presenter and able to communicate information with the client.

8. **Technical Skills and Tools:**

| | |
|----------------------------|--|
| Project Methodology | Agile/Scrum, SDLC |
| Software skills | Basecamp, Hosted Redmine, Balsamiq, Draw.io, Lucid Chart, Slack, ZOHO, Interactive Wireframes |
| Other Useful Tool | MS- Office, MS-Excel, MS-Word & MS-PowerPoint |
| UML Diagrams | Use Cases Diagrams, Process Flow Diagrams, Activity Diagram, Cross-Functional Diagram, High Level Process Flow Diagram |
| Soft Skills | Communicator, Collaborator, Leader, Team Builder, Innovator |

➤ **Ergebins Technologies 1 JAN. 2021 to TILL PRESENT**

Designation: Junior Business Analyst

Roles & Responsibilities-

- Work for multiple clients ranging from small businesses to large enterprises.
- Involved in project scope meetings with the manager to understand the type of requests and issues handled by pricing team and documented the business requirements to the product backlog
- Analyse client business requirement & process through document analysis, interviews and work flow analysis.
- Communicate client business requirement by constructing Wireframing using Balsamiq
- Created BRD, PRD, Features List & FRD for projects along with user stories and product backlog item.

- Involved in project coordinating activities like scheduling meetings, communicating with project resources, preparing and leading presentations, working closely with project stakeholders and its project team.
- Used Scrum framework for Project management and Software Development process..
- Communicate client business requirement by constructing prototype.
- Participated in Stand Off Meetings and Scrum Ceremonies (Sprint Planning, Sprint Review and Sprint Retrospective Meeting, Backlog Refinement)

Project Executed:

Project Name: Cybermart (E-Commerce Web-Portal)

Duration: June 2021 to sep. 2021

- Created interactive wireframes for Buyer, Seller, Admin using Balsamiq Tool
- Write use cases, user stories along with acceptance criteria, business rules, flow of events, performance, security, Technical requirement system must meet the client requirements

Project Name: Palpex (LMS- UK based Virtual Coding Learning Management System)

Duration: Sep. 2021 to Oct. 2021

- Created PRD (Process Requirement Document) and Process Flow Diagram
- Requirement Gathering and Analyzing and suggest best solution as per the client need
- Study about the project business domain, be aware of News & updates on that domain as well as what are the news and updates on technical domain & how that can help our client's project.

Project Name: iFarm (Farmer Portal- where FPO and Farmer will get registered)

Duration: Nov. 2021 to Present

- Create Cross- Functional & High- Level Process Flow Diagram- FPO and Farmer Registration
- Write Use Cases, User Stories along Business Rules, Flow of requirements, Acceptance Criteria. Creating interactive Wireframes
- Prepare BRD (Business Requirement Document) and FRD (Functional Requirement Document)

Project Name: PG OWNER Management (PG Owner Portal- where completely automate the management of a rental. PG member)

Duration: Nov. 2021 to Present

- Creating the Process Flow Diagrams and interactive mock-ups/UI design
- Market Research for competitive application

➤ **HeaderLabs Pvt. Ltd. 5 OCT 2018 to 5 APR 2019**

Designation: Project Coordinator

Roles& Responsibilities:

- Eliciting and Gathering the Business Requirements from the Client
- Identify and establish scope and parameters of systems analysis in order to define outcome criteria and measure-taking actions.
- Lead demonstrations of newly developed functionality prior to release
- Perform feasibility analysis, scopes projects, and work with the project management team to prioritize deliverables, and negotiate on product functionalities
- Extensive experience in transforming complex business requirements into functional specifications

- Preparing documents to show work break down and correct understanding of certain complex requirements
- Lead design sessions in prototyping new systems for the purpose of enhancing business processes, operations, and information process flow
- Review and analyze the effectiveness and efficiency of existing development frameworks and develop strategies for improving or further leveraging these systems
- Create system design proposals

➤ **Busywizzy Technology 1 Sep. 2017 to 30 Sep.2018**

Designation: Business Associate

Roles & Responsibilities-

- Clearly articulates and documents business requirements.
- Assesses the risk(s) of various solutions and prioritized competing business demands.
- Manages an ongoing relationship with business partner to drive satisfaction within IT.
- Coordinates project delivery by participating in design reviews and walk-throughs to communication system process designs and validate proposed solutions.
- Engages with subject matter advisors to incorporate usability and user interface needs when designing new or changing system functionality
- Proactively resolves customer satisfaction issues.
- Assist in estimation development, risk and issue identification, and mitigation
- Validates and verifies IT solutions to address business needs.
- Coordinate project management activities, resources, equipment and information
- Break projects into doable actions and set timeframes
- Liaise with clients to identify and define requirements, scope and objectives
- Assign tasks to internal teams and assist with schedule management
- Make sure that clients' needs are met as projects evolve & Help prepare budgets
- Analyze risks and opportunities & Oversee project procurement management
- Monitor project progress and handle any issues that arise
- Act as the point of contact and communicate project status to all participants
- Work with the Project Manager to eliminate blockers

➤ **Molten Rock Technology Pvt. Ltd. 9 Nov. 2016 to 31Aug. 2017**

Designation: Online Bidder

Roles & Responsibilities:

- Eliciting and Gathering the Business Requirements from the Client
- Interacting with clients to understand business, functional and technical requirements
- Translating functional specifications into technical requirements
- Preparing Business Requirement Documents, FS, SRS etc.
- Liaison between client and developers and assistance on Project Plan to ensure timely delivery
- Direct & online marketing of web based Software Application
- Strong Analytical, technical, sales & marketing fundamentals along with good sales negotiation skills.
- Timeline & Modules Breakdown.
- Generating business through bidding in various portal like – Upwork, Freelancer, Guru etc and other source
- Writing Proposals, RFP, RFI Responses for Prospects and Client close deals
- Manage & coordinate information within the team in order to arrive at accurate bid.

➤ **SMGI College (Sir Madan Lal Group Of Institutions). 1 Sep. 2013 to 31Aug. 2015**

Designation: Assistant Professor

Roles & Responsibilities: Taking classes of B. Pharm (1st year) and BCA course