

RITU BHARDWAJ

Ajmer

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MBA graduate seeking a challenging position in a well-established company where my IT education and experience will add value to the company.

WORK EXPERIENCE

Business Analyst | Project Coordinator

04/2020 to Present

Dotsquares Technologies Pvt Ltd

Jaipur, Rajasthan

- Prepare BRD, FRD, SRS according to the client's requirements.
- Working with client and team lead to understand and communicate the project vision.
- Participate and lead daily Scrum meetings.
- Collaborate closely with developers to implement the client requirement.
- Participate in UAT testing.
- Client signoff.
- Lead or participate in multiple projects by completing and updating project documentation.
- Construct workflow charts and diagrams for the client.
- Prepare wireframes according to the client's requirements.
- Perform daily and weekly review on the ongoing development of the project.
- Send follow-up emails to the client
- Use Cases
- Use Test Cases
- Knowledge of Agile and Scrum .
- Knowledge of following technologies: Wordpress, Bigcommerce, Mobile applications, Laravel, Shopify, Magento, SaaS based solution.
- SDLC

Business Analyst

09/2019 to 4/2020

Endive Software Pvt Ltd

Jaipur, Rajasthan

- Prepared Functional specification document and project scope for the clients according to the client's requirement.
- Communicated with the clients to gather their requirements.
- Daily scrum meeting with the developers.
- Testing of the project according to once it is completed.
- Deliver the projects to the client within the estimated timeline.

Business Analyst (Intern)

12/2018 to 06/2018

Dwall Technosoft

Jaipur, Rajasthan

- To document the business process by identifying the requirements.
- Handling various activities of the project like information gathering, analyzing the information gathered, documenting the functional or business requirements.
- Communicating with clients.

Android Developer (Intern)

02/2018 to 10/2018

The vision House

Jaipur, Rajasthan

- Respond to client needs for applications with an eye to the most feasible and effective solutions.
- Coordinate with team members to create client apps in a coordinated and timely manner.
- Ensure that apps are tested to meet total performance requirements.
- Optimize the interfacing of the apps with a variety of systems to ensure flexible and agile use.
- Helped deploy a beta version of the app to the Play Store
- Used Polylines to draw a path on Google Maps with accurate GPS location changes.

SKILLS

- Project Management
- Requirement Gathering
- Communication
- Draw.io
- Leadership
- Technical Understanding
- Microsoft Office

EDUCATION

Narsee Morji Institute of Management Studies

MBA in IT

Mumbai

12/2018 to 02/2021

Govt Women's Engineering College

Btech in CSE

Rajasthan

07/2014 to 05/2018

Sophia Senior Secondary School

Senior Secondary

Rajasthan

04/2013 to 04/2014

Certificate

- Scrum Foundation professional Certificate (SFPC)