Sherzod Ismailov

**Business Analyst**

Current Location: Brooklyn NY

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Business analyst with experience leading cross-functional teams in the development, documentation and delivery of process innovations driving the attainment of business goals. Seek opportunities to transform company practices into fresh, cost-effective solutions leading to more efficient operations.

**Professional Experience**

SVAM International June 2017 – Present

* Conduct business process analysis, gathering business requirements, management of business requests for a wide range of activities includes interface with management, users, and information technology professionals to create high-level conceptual solutions to business problems.
* Arrange Technical Sessions and interact with Subject Matter Experts (**SMEs**), Process Analysts and Business Users to gather Business, Systems and Data Requirements.
* Responsible for the development, maintenance, management, and delivery of technical information or documentation to the appropriate audiences in the appropriate standard formats via print and online mediums in agile projects throughout the project lifecycle.
* Study existing business process workflow in existing systems and support data modelling, process flow and quality assurance.
* Maintain records and reports on testing metrics.
* Answer questions and review technical deliverables to ensure understanding of business requirements.
* Perform demos after each Release to explain new functionalities.
* Interacted with Subject Matter Experts, Process Analysts and Business Users to gather information on Apps and unstructured data.
* To quickly understand the newly work environment and document the progress reports.
* Acted as liaison between the Business users and the technical teams, handled all scheduling, resource planning and allocation matters, ran all status meetings and compiled reports.
* Worked on Rational Unified Process and Rapid Application Development Method for Software Development.
* Actively involved in documenting the resource plan and overall project plan for the execution piece with PM.
* Documented Business requirement Specifications, Functional Requirement Specifications and Use Case diagrams.
* Conducted walkthrough and demonstration sessions for various functionalities.
* Authored progress and completion reports, which were then submitted to project management on a weekly basis. Worked closely with management to keep track on the status of project and drafted strategies for the near future.
* Used MS Office suite (Word, **Excel**, Access, Visio, Power Point and **Tableau**) for project tracking, documentation, and presentation.
* Worked closely with Development team to discuss the design and testing aspects of the applications to design the Test plans through Video conferencing.
* Gathered requirements and prepared business requirement documents (**BRD**), by interviewing business users and SME’s.
* Conducted GAP analysis to understand the shortcomings of the existing system and evaluated the benefits of the new system
* Conducted periodically with various stakeholders at various phases of the SDLC to discuss open issues and resolve them
* Created UML diagrams such as Use Case Diagrams, Activity Diagrams, and Data Flow Diagrams using Rational Rose and MS Visio to define the Business Process and Data Process model.
* Implementation of RUP effort in different iterations and phases of the **SDLC**
* Assisted in modeling the end-user's AS-IS workflow and TO-BE business processes
* Developed High Level Business Flows using MS Visio
* Coordinated monthly meetings and got user feedback at every step of the development process
* Conducted User Acceptance Testing (**UAT**) and verified performance, reliability and fault
* Monitored client expectations and conducted user interviews to improve overall quality of the Application

**Education**

**Baruch College/CUNY, Zicklin School of Business, New York, NY**

Bachelor of Business Administration in Accounting, Expected 2019

Minor: Economy GPA:3.3/4.0

Related Courses: Finance, Business Statistics I, Calculus I

**Kingsborough Community College/CUNY, New York, NY**

Associate Degree of Science in Accounting

Awarded Dean’s List Honors

GPA: 3.8/4.0

**Academic Projects**

**Systems Understanding Aid for Financial Accounting,** Baruch College

The “Waren” Case Project

* Learned to apply concepts in introductory accounting to a hands-on simulated business enterprise
* Managed cash, credit, sales, payroll and other transactions (accounting cycle)
* Examined the functions, procedures, control risks, and audit controls related to general accounting cycle

**Systems Proficiency**

**Software** Proficient in MS Word and PowerPoint, Search Engines, **QuickBooks**, MS Visio,MS Project, MS Access, **Tableau**, MS Office Suite, Working Knowledge of MS **Excel**, Knowledge of PC Technical Problems, Proficient in Outlook

**Hardware** Proficient with PC and Mac hardware and peripherals

**Business Skills** Business Definition Requirements, Business Process Analysis, Gap Analysis, Use Case Modelling & Analysis, SWOT Analysis, Business Environment and Market Research Analysis

**Operating Systems** Mac OS X 10.5, Windows XP/95/98/NT/2000/Vista, and Windows 7, 10

# **References available on request**