

Md. Wahiduzzaman Nayem

Business Analyst

 [LinkedIn Profile](#)



CONTACT

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PROFILE

Business Analyst with over 2 years of experience in requirement gathering, analysis, and documentation such as SRS, BRD, PRD, FPD, Change Requests, and User Stories. Skilled in stakeholder communication and working with cross-functional teams including development, QA, product, and operations. Able to translate business needs into clear functional specifications and support the full SDLC process. Worked on e-commerce, HRIS, ERP, and logistics platforms. Helped improve UAT cycles, reduce documentation errors, and increase project clarity. Strong interest in process improvement, workflow analysis, and delivering practical, value-driven solutions.

WORK EXPERIENCE

TechnoNext Software Limited, US Bangla Group

Jan 2026 - Present

Business Analyst

- Led HRIS development and system optimization initiatives to improve workforce management, HR operations, data integrity, and reporting accuracy.
- Performed business requirement gathering, stakeholder interviews, requirement analysis, and translated business needs into detailed BRD/SRS documentation and functional specifications.
- Managed end-to-end Software Development Life Cycle (SDLC), including requirement elicitation, workflow design, wireframing, gap analysis, UAT coordination, and change management.
- Conducted workflow analysis, root cause analysis, and impact assessment to identify bottlenecks and recommend data-driven process improvements.

Junior Business Analyst

Jun 2024 - Dec 2025

- Collaborated with stakeholders to gather requirements, perform gap analysis, and design solutions that improved project clarity and reduced rework.
- Prepared SRS, CR, user stories, and process flow diagrams for projects including CartUp (E-commerce), ERP, Payroll & HRIS software, enhancing development efficiency and documentation accuracy.
- Reduced documentation rework through accurate SRS and CR preparation.
- Supported solution design, vendor management, UAT, and end-user training, contributing to on-time delivery of multiple projects.
- Coordinated with Development, QA, UI/UX, and Operations teams to ensure project alignment.

Intern Business Analyst

Feb 2024 - May 2024

- Assisted in requirement gathering and process analysis for Foodi (Food delivery) and Meditrip (Medical travel & accommodation) platforms.
- Contributed to documentation (SRS, CR, process flows), improving workflow clarity under senior supervision.
- Supported UAT and end-user training, ensuring smooth solution adoption.
- Gained hands-on experience in end-to-end project delivery through collaboration with cross-functional teams.

DOMAIN KNOWLEDGE

<ul style="list-style-type: none">E-commerceCMS & ATS	<ul style="list-style-type: none">HRIS & PayrollCRM	<ul style="list-style-type: none">ERP & Logistics (B2C)
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SKILLS AND EXPERTISE

Business Analysis	Technical Skills	Soft Skills
<ul style="list-style-type: none">Requirement AnalysisBRD, SRS, FRD, CR, User StoriesProcess Flow DiagramGap AnalysisStakeholder EngagementWireframing & Prototyping	<ul style="list-style-type: none">Microsoft Word/Google DocsMicrosoft Excel/Google SheetDraw.io/Lucidchart/Adobe XDRedmine/PMS/TrelloHTML/CSS (Basic)SQL (Basic)	<ul style="list-style-type: none">Problem-Solving & Critical ThinkingCommunication & DocumentationTeam Collaboration & LeadershipAdaptability

EDUCATION

Bangladesh University of Professionals (BUP) Master of Business Administration (Professional)	September 2025 - Ongoing CGPA: N/A
Daffodil International University (DIU) B.Sc. in Software Engineering (Major in Data Science)	January 2020 - February 2024 CGPA: 3.73 Out of 4.00
Cumilla Shikkha Board Govt. Model College Higher Secondary School Certificate (HSC)	July 2017 - June 2019 GPA: 4.75 Out of 5.00
A. Malek Institution Secondary School Certificate (SSC)	January 2012 - June 2017 GPA: 5.00 Out of 5.00

CERTIFICATIONS & AWARDS

Global Finalist NASA Space Apps Challenge 2023	2023
Regional Champion & Global Nominee NASA Space Apps Challenge 2022	2022
Conflict management and Charismatic feedback Human Resource Development Institution	2020
Youth Social Leadership Program USAID	2020

REFERENCE

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