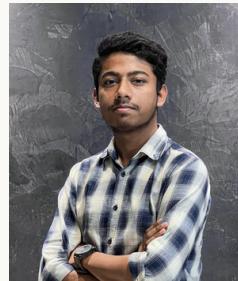


# Md. Wahiduzzaman Nayem

Business Analyst

 [LinkedIn Profile](#)



## CONTACT

 +880-1886-650636

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 Dania, Jatrabari, Dhaka

 [Portfolio Website](#)

## 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

<b>TechnoNext Software Limited, US Bangla Group</b>	Jan 2026 - Present
Business Analyst	
<ul style="list-style-type: none"><li>Led HRIS development and system optimization initiatives to improve workforce management, HR operations, data integrity, and reporting accuracy.</li><li>Performed business requirement gathering, stakeholder interviews, requirement analysis, and translated business needs into detailed BRD/SRS documentation and functional specifications.</li><li>Managed end-to-end Software Development Life Cycle (SDLC), including requirement elicitation, workflow design, wireframing, gap analysis, UAT coordination, and change management.</li><li>Conducted workflow analysis, root cause analysis, and impact assessment to identify bottlenecks and recommend data-driven process improvements.</li></ul>	
Junior Business Analyst	Jun 2024 - Dec 2025
<ul style="list-style-type: none"><li>Collaborated with stakeholders to gather requirements, perform gap analysis, and design solutions that improved project clarity and reduced rework.</li><li>Prepared SRS, CR, user stories, and process flow diagrams for projects including CartUp (E-commerce), ERP, Payroll &amp; HRIS software, enhancing development efficiency and documentation accuracy.</li><li>Reduced documentation rework through accurate SRS and CR preparation.</li><li>Supported solution design, vendor management, UAT, and end-user training, contributing to on-time delivery of multiple projects.</li><li>Coordinated with Development, QA, UI/UX, and Operations teams to ensure project alignment.</li></ul>	
Intern Business Analyst	Feb 2024 - May 2024
<ul style="list-style-type: none"><li>Assisted in requirement gathering and process analysis for Foodi (Food delivery) and Meditrip (Medical travel &amp; accommodation) platforms.</li><li>Contributed to documentation (SRS, CR, process flows), improving workflow clarity under senior supervision.</li><li>Supported UAT and end-user training, ensuring smooth solution adoption.</li><li>Gained hands-on experience in end-to-end project delivery through collaboration with cross-functional teams.</li></ul>	

# DOMAIN KNOWLEDGE

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- E-commerce
- CMS & ATS
- HRIS & Payroll
- CRM
- ERP & Logistics (B2C)

# SKILLS AND EXPERTISE

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Business Analysis	Technical Skills	Soft Skills
<ul style="list-style-type: none"><li>• Requirement Analysis</li><li>• BRD, SRS, FRD, CR, User Stories</li><li>• Process Flow Diagram</li><li>• Gap Analysis</li><li>• Stakeholder Engagement</li><li>• Wireframing &amp; Prototyping</li></ul>	<ul style="list-style-type: none"><li>• Microsoft Word/Google Docs</li><li>• Microsoft Excel/Google Sheet</li><li>• Draw.io/Lucidchart/Adobe XD</li><li>• Redmine/PMS/Trello</li><li>• HTML/CSS (Basic)</li><li>• SQL (Basic)</li></ul>	<ul style="list-style-type: none"><li>• Problem-Solving &amp; Critical Thinking</li><li>• Communication &amp; Documentation</li><li>• Team Collaboration &amp; Leadership</li><li>• Adaptability</li></ul>

# EDUCATION

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

# CERTIFICATIONS & AWARDS

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

# REFERENCE

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<b>Farzana Islam</b> Lead Business Analyst, TSL Mobile: +880-1883-789500 Email : farzana.islam@technonext.com	<b>Md. Shohel Arman</b> Assistant Professor, Dept. of SWE, DIU Mobile: +880-16733-83289 Email : arman.swe@diu.edu.bd
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