SHWETA SRIVASTAVA

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Business Analyst

A highly communicative professional with strong analytical and problem-solving skills, experienced in business process analysis, requirements gathering, and data-driven decision-making. Adept at collaborating with stakeholders to bridge the gap between business needs and technical solutions. Passionate about leveraging data and technology to enhance operational efficiency and business performance.

Educational Qualification:

Master of Computer Application (MCA) – New Delhi, India.

Certifications & Online Courses:

- AWS Certified Cloud Practitioner

- Google Data Analytics Certification

- DA-100 Certification: Analyzing Data with Microsoft Power BI (https://www.udemy.com/certificate/UC-1ef539d9-c81a-40d1-9e66-05cb77561471/)

- Data Analysis and Python Online Course (https://udemy-certificate.s3.amazonaws.com/pdf/UC-5e610514-41ee-4c62-842f-3a9b24352caf.pdf)

Professional Summary:

- Liaised with Development/ Business teams for study and review of Project
- Documentation
- Ability to understand the need to meet all functionality requirements for business client
- end-users of new applications.
- Extensive experience in planning and executing User Acceptance Tests to validate
- software against user requirements.
- Proficient in designing clear and comprehensive test cases to ensure comprehensive
- coverage of system functionality.
- Skilled in identifying, documenting, and tracking defects through to resolution,
- ensuring the delivery of high-quality, bug-free applications.
- Effective communicator with a demonstrated ability to collaborate with developers,
- business analysts, and stakeholders to understand project requirements and user
- expectations.
- Proven track record of adapting to evolving project scopes, timelines, and
- requirements while consistently delivering on time and within quality standards.
- Assisting with change management efforts by understanding the impact of proposed
- solutions on the organization and helping stakeholders adapt to new processes or
- technologies.
- Documenting business and functional requirements, use cases, user stories, and other
- relevant information in a clear and structured manner for both technical and non-technical
- stakeholders.
- Assisting in the creation and execution of test plans, test cases, and user acceptance testing
- (UAT) to ensure that the developed solutions meet business requirements.
- Participating in project planning, tracking progress, and providing status updates to
- stakeholders to ensure projects are delivered on time and within budget.
- Providing training and support to end-users during and after the implementation of new
- solutions to ensure successful adoption and utilization.
- Ability to communicate effectively with technical and non-technical personnel at all

- levels Worked well independently and on a team to solve problems.
- Effectively manages multiple responsibilities simultaneously and achieves quality goals

Employment History:

Business Analyst – Terra Group, Woodmead, South Africa (June 2024 – Present)
- Collaborate with stakeholders to identify business requirements and translate them into functional specifications.
- Conducted User Acceptance Testing (UAT) with end users to validate system functionality and ensure alignment with business requirements.
- Develop business process models, data flow diagrams, and requirement documents.
- Perform gap analysis to identify areas of improvement and drive system enhancements.
- Work closely with development and testing teams to ensure the successful implementation of business solutions.
- Provide insights using Power BI to aid data-driven decision-making.

Business Analyst – Asika Consulting, Midrand, South Africa (Jan 2023 – May 2024)
- Collaborate with stakeholders to identify business requirements and translate them into functional specifications.
- Conducted User Acceptance Testing (UAT) with end users to validate system functionality and ensure alignment with business requirements.
- Develop business process models, data flow diagrams, and requirement documents.
- Perform gap analysis to identify areas of improvement and drive system enhancements.
- Work closely with development and testing teams to ensure the successful implementation of business solutions.
- Provide insights using Power BI to aid data-driven decision-making.

Junior WordPress Developer and Business Analyst – DATA WORLD (Pty) Ltd, Midrand, South Africa (Apr 2019 – Apr 2020)
- Assisted in database management and data migration projects.
- Developed reports and dashboards for tracking business performance.
- Supported system enhancements by analyzing requirements and testing new features.

Junior WordPress Developer – Sparx IT Solutions, Noida, India (Jan 2009 – Oct 2010)
- Developed web-based applications and automated business processes.
- Analyzed user needs and translated them into technical solutions.

Junior WordPress Developer – Simple Media Interactive Pvt. Ltd, Lucknow, India (Jan 2007 – Dec 2008)
- Created data-driven applications and optimized existing processes for better performance.

Core Competencies:
- Business Analysis & Process Improvement
- Requirements Gathering & Documentation
- Stakeholder Management & Communication
- Data Analysis & Visualization (Power BI, Excel)
- SQL & Database Management
- ETL Processing & Data Mapping
- Agile & Waterfall Methodologies
- Reporting & Dashboard Development

Technical Skills:
- Tools & Technologies: Power BI, Microsoft SQL Server, MySQL, PhpMyAdmin
- Data Modeling: ER Diagrams, Data Flow Diagrams
- Programming: SQL, SQL, Python, PHP, HTML, JavaScript
- Project Management: Agile, Scrum

Project Highlights:

Project: Chief Surveyor General – Land Survey Management System (Department of Agriculture, Land Reform and Rural Development)
- Conducted requirement analysis and process mapping.
- Conduct User Acceptance Testing (UAT) with end users to validate system functionality and ensure alignment with business requirements.
- Gather user feedback, document defects, and collaborate with development teams for issue resolution.
- Ensure that final deliverables meet business objectives and user expectations.
- Assisted in designing data models and improving database performance.
- Provided strategic recommendations for system enhancements.

Project: National Spatial Economic Opportunity Atlas (Department of Agriculture, Land Reform and Rural Development)
- Gathered and analyzed business requirements.
- Conduct User Acceptance Testing (UAT) with end users to validate system functionality and ensure alignment with business requirements.

- Gather user feedback, document defects, and collaborate with development teams for issue resolution.
- Ensure that final deliverables meet business objectives and user expectations.
- Created process workflows and data models.
- Led data integration and validation efforts.
- Provided business insights through Power BI reports.

Project: SMSXing (Bulk SMS Website)
- Led business requirements gathering sessions.
- Designed process workflows and conducted feasibility analysis.
- Assisted in data modeling and database optimization.

Personal Details:

Languages: English, Hindi

Nationality: Indian, Permanent Resident of South Africa

Present Address: Midrand, Johannesburg, South Africa

References:

Available upon request.

Declaration:

I hereby declare that the above information is correct to my knowledge and I take responsibility for its accuracy.

Shweta Srivastava