AJINKYA BHALERAO

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Professional Skills Summary

- Around **4 years** of professional experience as **Business Analyst** in **IT, Manufacturing & Banking** domains.
- Possesses knowledge of **Software Development Life Cycle (SDLC**) including analysis, design and review of business and software requirement specifications, testing methodologies and techniques.
- Well versed in **Business Analysis** knowledge areas like Business Analysis Planning and Monitoring, Elicitation and Collaboration, Requirements Lifecycle Management, Stakeholder Management, Strategy Analysis, Requirement Analysis & Design Definition and Solution Evaluation.
- **Project and Product Management** experience in handling large complex projects (Support/Maintenance & Enhancement) involving negotiation, organization, strategy and project planning and execution.
- Strong Knowledge and hands on experience of SDLC methodologies like **Agile Modeling and Waterfall Modeling.**
- Experience in **Business Process Modeling** using **use case** and **activity diagrams**.
- Excellent organizational, communication and interpersonal skills while being self-motivated, adaptive and able to work in a team or independently in a deadline-driven environment.
- Skilled in Documenting :

    - **Requirements Docs**: Business Requirements (BRD), System Requirements Specifications (SRS/SRD), Functional and Non-Functional Requirements (FRS/FSD, NFRS/NFSD), Requirement Management Plan, Project Plan, Use Cases.

    - **Modeling/Analysis Docs**: Business Process Modeling (BPMD), Process/Data Modeling, GAP Analysis, Impact Analysis, UML.

    - **End User Docs**: Business Guides, Presentations, Release Notes, Wireframes/mock-ups.

    - **Agile and Tracking Docs**: Project Vision docs, Epics, **User Stories**, Product Backlogs, **Requirements Traceability Matrix** (**RTM**), Test Scenarios, Test Cases (IT/UT), Responsibility assignment matrix (**RACI**), Wireframes, Prototype, Mockup.

Technical Competency

- **Documentation/Modeling Tools**: Atlassian JIRA, IBM Rational RequisitePRO, Rational Clear Case, HP Quality Center, Balsamiq, Axure, Draw.io, MS Office (Word, PowerPoint , Excel), MS Visio.
- **Project Management Tools**: MS Project, WBS Chat Pro.
- **Languages and DB**: SQL, HTML, XML, IBM DB2, Oracle, MS SQL, Salesforce.com CRM.
- **OS**: Windows XP, Vista, 7, 8

Certifications

- **Salesforce.com 401 Certification (License No – 3278892)**

Education

- **University of California, Los Angeles** GPA: **3.7/4.0**
  Full-time Specialized Business (Analytics/Marketing) Diploma

- **University of Pune, India.** GPA: **3.5/4.0**
  Master of Business Administration (MBA)

- **Delhi University, India.** GPA: **3.8/4.0**
  Bachelors of Arts in International Hospitality Administration

Employment Summary

Opulent Infotech Pvt. Ltd, Pune Area, India
Designation: Business Analyst
Duration: November 2016 – May 2018

- Gather and understand **User Requirements** through user interviews and brainstorming sessions.
- Analyze **requirement documents** by identifying ambiguous, incomplete and incorrect requirements and created the Business Requirements Document (**BRD**), Functional Specifications document (**FSD**) and **Use case Specifications**.
- Involve in Requirement Analysis, Use Case development, **UML modeling**.
- Produce a **Traceability matrix** by tracking, managing and tracing all the requirement types (needs, features and use cases)
- Attended **change request management** (**CRM**) sessions to create, track and schedule change requests.
- Clarify requirements for **Test script and test case** generations.
- **Performed GAP analysis** to understand the gap between the actual and planned performance of the application.
- Recommended potential alternative solutions and **project strategies** post studying the problem areas.

Client: American Express, New York
Designation: Associate Business Analyst
Duration: May 2016 – August 2016

- Worked with the Global Corporate Payments division on Salesforce features to streamline middle market corporate business processes.
- Organization of scrum team information, including creation, grooming and management of Rally stories and Sprints Planning.
- Setup, configuration and maintenance of all Confluence and SharePoint data/knowledge storage.
- Analysis of components used in various features for technical process documentation purpose.
- Regularly **interacted with the stakeholders** to gather **key requirements**.
- Determined and documented the **as-is and the to-be business process flows** and assisted in performing **ROI analysis.**
- Designed and developed use case diagrams to efficiently understand the requirements for the application.
- Conducted joint application development (**JAD) sessions** to allow different stakeholders to communicate their perspectives with each other, resolve any issues and come to an agreement quickly.

Horizon Technologies Inc., Sunnyvale, CA
Designation: Jr. Business Development Analyst
Duration: July 2015 – April 2016

- Interacted with clients to elicit and finalize the **business requirements** for the application.
- Collected and **translated business requirements** into detailed, production-level **technical specifications**, new features, and enhancements to existing **technical business functionality**.
- Organized and **facilitated meetings** with the process owners, SME's and the development team, and elicited requirements by interviews, questionnaires and **JAD sessions** with the purpose of defining the functional business and system requirements.
- Developed **Business Requirement Document (BRD)** and **Use Cases Specification/Document** for various **Use Cases**.
- Elaborated business process models in **Agile Methodology** to document existing and future business processes.
- Assisted in **process modeling**; conducted and participated in intermittent JAD sessions with system users.
- Created and managed **Project templates, Use Case project templates** and traceability relationships.
- Interacted extensively with **development and QA teams** in order to resolve technical and implementation issues.

Godrej & Boyce Mfg. Co. Ltd, Pune Area, India
Designation: Marketing Business Analyst
Duration: June 2013 – August 2014

- Examined competition to **evaluate market penetration.**
- **Analyzed sales activities**, **marketing campaigns**, organizations, customers, **pricing**, and **competitors** in detail, with charts, graphs and explanatory texts.
- Effectively **researched** areas of the market regarding **customer needs** and **brand perceptions**.
- Worked in coordination with Product Management to identify possible opportunities.
- **Designed focus groups** as well as surveys to capture relevant **market research data**.
- Carried out **customer satisfaction surveys**, compiling results into **detailed reports**.
- Conducted regular **industry analysis: Social, political, technological, and economical.**