

# PRACHI

## Business Analyst | Agile Methodologies | Scrum Master

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## SUMMARY

Adept Business Analyst with a proven track record at shine design infonet, where I spearheaded quality and process improvements, ensuring the project success through the effective stakeholder management and agile methodologies. Excelled in requirement gathering and problem-solving, enhancing business processes and fostering team collaboration. Expertise extends to Agile and Scrum methodologies.

Motivated student with excellent communication and interpersonal skills looking to gain valuable experience in a professional setting. Possess advanced knowledge of data visualization and database management tools, ensuring accurate and actionable insights. Known for conscientious work ethic and ability to prioritize tasks, delivering high-quality results with minimal errors. Seeking to leverage these strengths in role of Business Analyst.

## PROFILE SUMMARY/EXPERIENCE

### Business Analyst /Scrum Master

#### ShineDezign

02/2024 - Present Punjab, Mohali

- Experience in Business Analyst with **1 year** of expertise in requirements gathering, process design and analysis. Skilled in problem solving and developing solutions to optimize business processes.
- Handling both Indian and international clients.
- Creating MOMs(Minutes of meeting) and managing daily conversation to keep a track of change request.
- As a business Analyst, I used to gather all the requirements from the client and prepare different types of documents like BRD, FRS, SRS, and Feature Listings.
- As a business Analyst, I used to gather all the requirements from the client and prepare different types of documents like BRD, FRS, SRS, and Feature Listings.
- Create Sprint plans and user stories for the projects. Using different Management tools like Azure DevOps, Asana etc.
- As a Scrum Master, I used to take care of Sprints plans and the delivery of Sprints. On the regular basis, I lead the Scrum meetings. My development background helps me to catch the new requirements easily.
- Experienced in projects following Agile Methodologies following all the ceremonies (from Sprint Planning to Sprint Retrospective) of Scrum and creating Sprints based on the same.
- Managed multiple concurrent tasks in a fast-paced environment.
- Collaborated with developers to ensure that product designs meet customer needs.
- Partnered with teams to guide quality and process improvements.
- Facilitated communication between stakeholders and technical teams.
- Maintained up-to-date knowledge of industry trends, technologies, and best practices.
- Delivered presentations on project progress at regular review meetings.
- Produced comprehensive documents outlining the scope of work for projects.
- Provided technical support for existing reports, dashboards, and other tools.

## EDUCATION

B. Tech. (Computer Engineering with specialization of Cloud Computing)

#### GNA University

06/2020 - 07/2024

## KEY ACHIEVEMENTS

### Lead Analyst on Award-Winning Project

Acted as the lead analyst on a project recognized for innovation in software solutions, achieving a 30% market share increase.

### Top Performer in Agile Process Adoption

Played a pivotal role in leading my team's shift to Agile, resulting in improved project turnaround times by 30%.

### Successful Project Deliveries

Consistently ensured the successful rollout of new features, leading to a 20% increase in user engagement.

### Efficient Backlog Management

Optimized and managed product backlogs across 5 teams, contributing to a 25% increase in development speed.

## SKILLS

### Agile Methodologies

### Requirement Gathering

### Problem Solving

### MS-Office

### Manual Testing

### Technical documentation

### Scrum

### Team collaboration

### Stakeholder Management

## CERTIFICATIONS

### Agile Scrum Master (CSM)

Attained Scrum Master certification from Scrum Alliance, focusing on Agile principles and team leadership.

### Business Analysis Basics

Completed an intensive course on basic BA techniques, including user story mapping and requirements modeling.

## PERSONAL PROJECTS UNDERTAKEN

### LIFTIT QR Tiger( Qr generator)

- (Fitness platform): A dedicated personal training platform by renowned gym athlete Steph Sanzo, exclusively designed for women. Users can register, select a subscription plan that suits their needs, and access expert-guided training programs.

### SeaMed

- (Medical health related platform): A website designed to assist ship travelers in scheduling medical consultations upon arrival at specific ports.

### Almaree

- (Product selling and purchasing platform): A platform designed for buying and selling pre-owned clothing and jewelry, offering a sustainable and convenient solution for users.

### RAF

- (Challenge or event based Platform ): This basically challenge and event-based platform where users actively participate and record their scores.

### SATprepHub

- (Study and Exam-Based Platform): A comprehensive solution where students can prepare effectively and take tests to enhance their learning and exam readiness.

### QR Tiger

- (Qr generator): In this platform, information related to a specific individual is securely stored and linked to a unique QR code. Essentially, the data is stored within the platform and can be accessed or retrieved using the associated QR code.

## PASSIONS



### Agile Software Development

Passionate about continuously improving processes and keeping up-to-date with the latest agile methodologies.



### Data Analysis & Visualization

Enthusiastic about transforming data into actionable insights and compelling visual stories.



### Continuous Learning

Committed to personal and professional growth through constant learning and skill enhancement.

## ADDITIONAL SKILLS

Confident	Disciplined	Hard working
Adaptability	Leadership Quality	
Punctual		

## LANGUAGES

English	Proficient	<div><div></div><div></div><div></div><div></div><div></div></div>
Punjabi	Proficient	<div><div></div><div></div><div></div><div></div><div></div></div>
Hindi	Proficient	<div><div></div><div></div><div></div><div></div><div></div></div>